Altus Dynamics

Altus Purchase Requests Portal v3.8
User Guide

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Introduction

The Altus Purchase Request Portal enables you to manage requests by creating, updating, searching for, and processing Purchase Requests, Payments Requests and Expense Requests. Using the portal, you can track and sort purchase, payment, and expense requests to monitor the status of requests to know when to complete your steps in the approval process. The Altus Purchase Request Portal makes the creation and management of the many purchase, payment, and expense requests within your organization easy and efficient.

About this Document

This guide focuses on how to use the Purchase Requests Portal and its views for Purchase, Payment, and Expense Requests. Information about working with Purchase Requests is outlined in detail while only the differences between the procedures for purchase, payment and expense requests is noted for working with Payment and Expense Requests.

The best way to use this document is to refer to the Purchase Request procedures and refer to the Payment and Expense Request sections to note any variations.

Who Should Use This Document?

This document is intended for users who are required to perform and complete purchasing, payment, and expense related tasks using the using the Purchase Requests Portal.

For information on reviewing and confirming purchase orders and invoices, consult the Purchase Orders and Receiving Portal documentation:

- AEP – Purchase Orders and Receiving - User Guide.pdf

For general access and navigation tips and information for becoming familiar with the Altus Employee Portals, see the following document located in the Documents section of your employee portal:

- AEP – Getting Started Guide.pdf

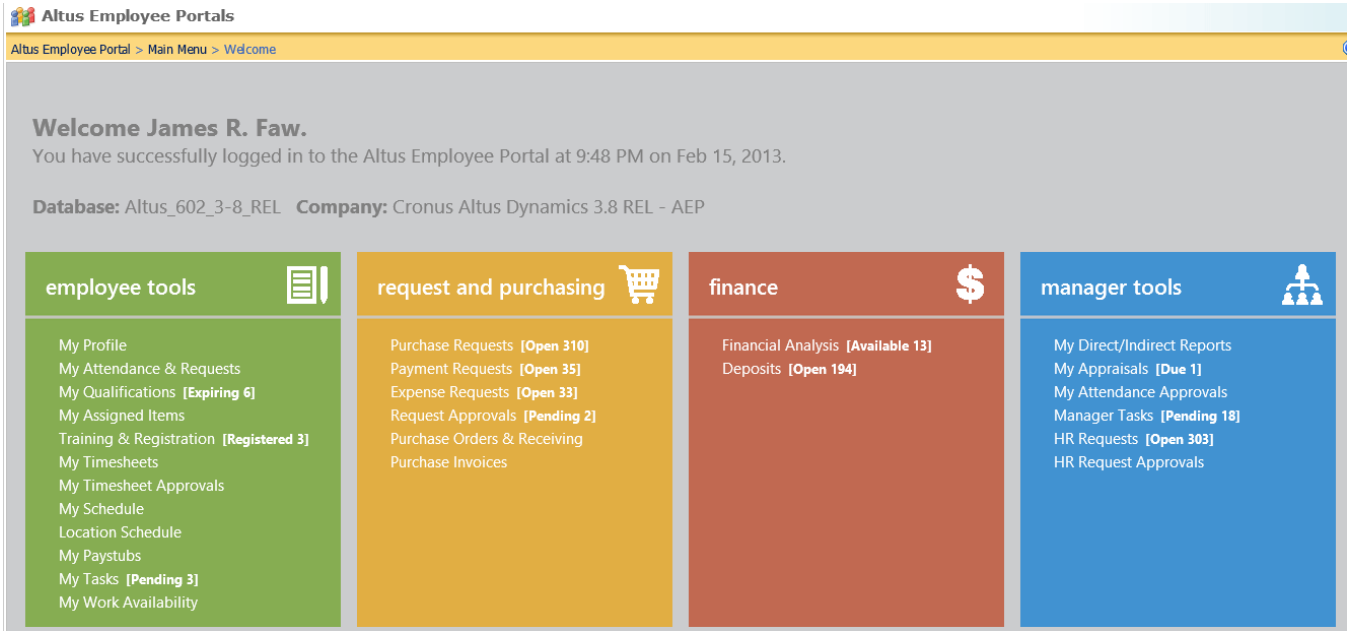
Accessing the Request and Purchasing Portal

The **Home** page of the portal has a **Quick Launch Bar** on the left-hand side. Use the **Quick Launch Bar** to access the **Main Menu** screen.

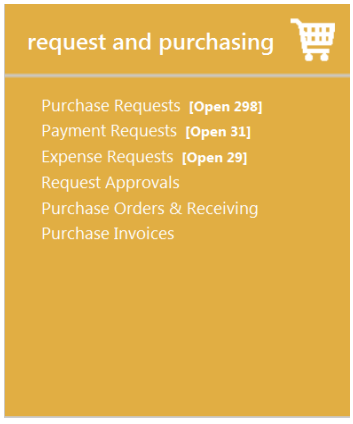
In the **Quick Launch Bar**:

1. Click the **Altus Employee Portals** link.

   The **Main Menu** opens. From there, you can get quick access to the main areas of your portal.



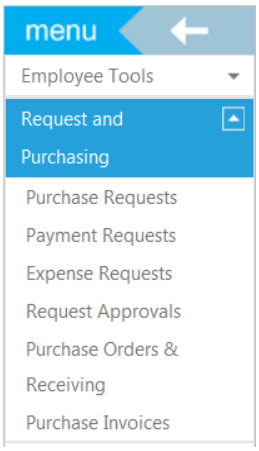
2. In the **Main Menu,** click the Purchase Request link under the Request and Purchasing group.



   The **Purchase requests** page opens. This page provides a quick overview of the status of your purchase, payment, and expense requests and approvals.

3. Click the **Menu** button.

The **Request and Purchasing** options display.

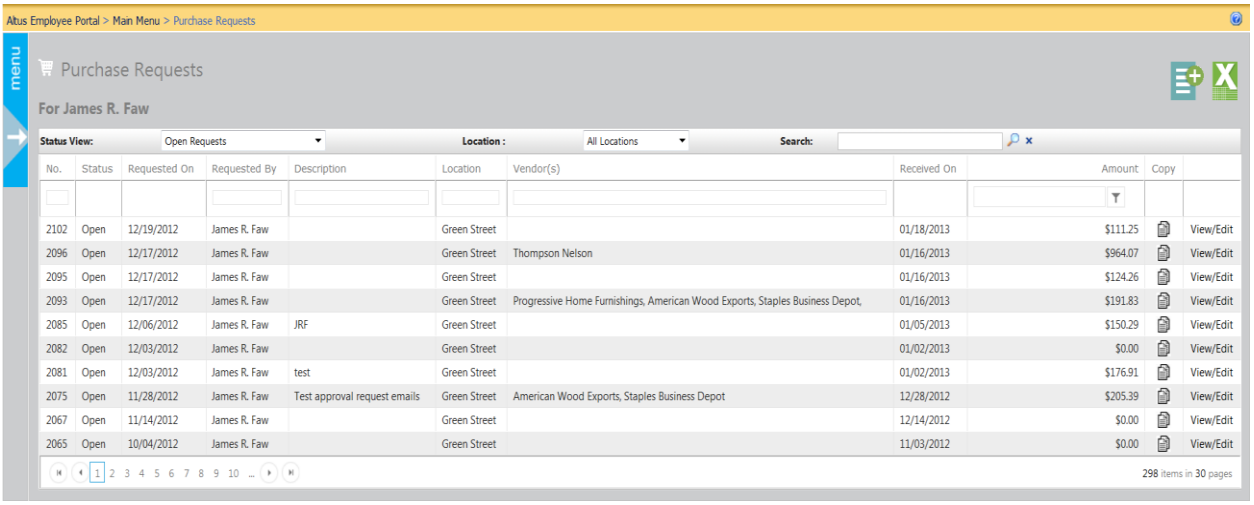


Purchase Requests – This area provides you with access to the Purchase Requests, Payment Request, Expense Requests, and Approvals sections of the portal.

Additionally, you can also track and approve Purchase Orders and Invoices from here.

4. Select the type of request you want (for example, **Purchase Requests**).

The **Purchase Request** list opens:


Altus Employee Portal > Main Menu > Purchase Requests
menu
Purchase Requests
For James R. Faw
Status View: Open Requests
Location : All Locations
Search:
No. Status Requested On Requested By Description Location Vendor(s) Received On Amount Copy
2102 Open 12/19/2012 James R. Faw Green Street 01/18/2013 $111.25 View/Edit
2096 Open 12/17/2012 James R. Faw Green Street Thompson Nelson 01/16/2013 $964.07 View/Edit
2095 Open 12/17/2012 James R. Faw Green Street 01/16/2013 $124.26 View/Edit
2093 Open 12/17/2012 James R. Faw Green Street Progressive Home Furnishings, American Wood Exports, Staples Business Depot, 01/16/2013 $191.83 View/Edit
2085 Open 12/06/2012 James R. Faw JRF Green Street 01/05/2013 $150.29 View/Edit
2082 Open 12/03/2012 James R. Faw Green Street 01/02/2013 $0.00 View/Edit
2081 Open 12/03/2012 James R. Faw test Green Street 01/02/2013 $176.91 View/Edit
2075 Open 11/28/2012 James R. Faw Test approval request emails Green Street American Wood Exports, Staples Business Depot 12/28/2012 $205.39 View/Edit
2067 Open 11/14/2012 James R. Faw Green Street 12/14/2012 $0.00 View/Edit
2065 Open 10/04/2012 James R. Faw Green Street 11/03/2012 $0.00 View/Edit
1 2 3 4 5 6 7 8 9 10 ...
298 items in 30 pages

Working with the Purchase Request List

The Purchase Request list enables you to view existing requests, create new requests, copy existing requests, or create new requests from templates. Each request is given a status (the default for a new request is Open). You can view requests according to status: Open, Awaiting Approval, Approved, In-Progress, and Completed.

NOTE: *The request lines displayed in this list are based on the security profile set up for your user account. This list shows all requests that have at least one line of the request linked to dimensions to which you have access. If you have access to only some of the lines, when you open the request only the lines to which you have access are visible to you.*

Understanding Purchase Request Statuses

Purchase requests appear with different statuses on the system based on where they are in the process of their creation, approval and completion.

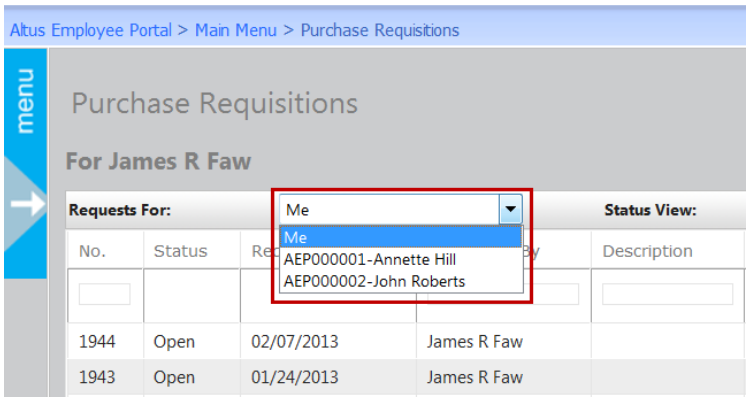
Status	Details
Open	A request that has been created by a portal user but has not been submitted for approval.
Awaiting approval	A request that has been submitted for approval and a notification has been sent to the assigned approver.
Approved	A request that has been approved by the assigned approver.
In-progress	A request that has been approved but has not been completed.
Completed	A request for which an order has been placed, items received, and the invoice posted in Accounts Payable.
Private template	Templates provide an easy way to create purchase/payment and expense requests. Private templates can be viewed by the user only.
Public template	Public templates can be viewed and used by all portal users to create purchase/payment and expense requests.
Cancelled	A request that has been cancelled on the system.

Using the Filter Options to Refine the Purchase Request List

You can filter the items in the request list either by sorting requests according to their status, location, or by searching for specific text using the search function on each page. There are also additional filter options enabling you to refine the request list based on specific fields.

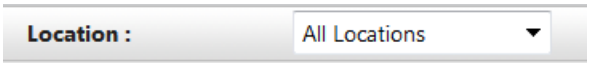
To find a purchase request:

- From the **Requests for me** drop-down, you can filter the list and view requests made by yourself or your delegators. For more information on delegation management refer to *Requests Processed by Delegates.*



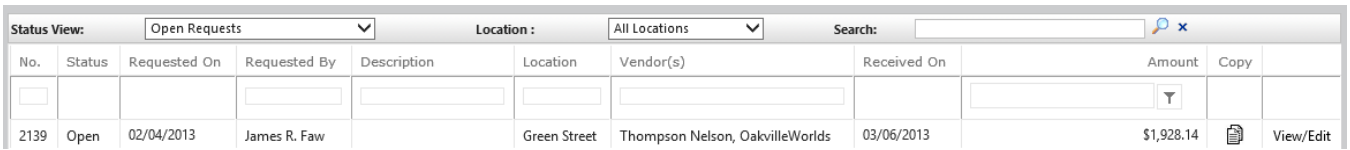
- From the **Status View** drop-down, select the status type you want to filter the **Purchase Requests** list to just display requests of a specific status.

- From the **Location** drop-down, select a location to filter the **Purchase Requests** list to just display requests submitted from/for a specific location.

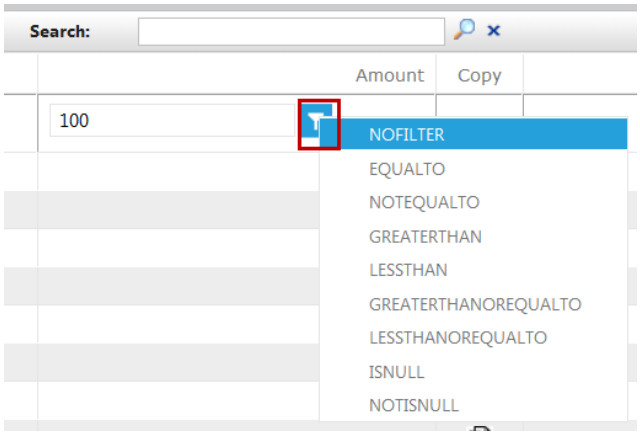


- In the **Search** field, enter the purchase request number and click the **Search** icon. You can also search by entering words. The value entered in this field is used for searching through all columns of the list.

- To search by individual column enter a value under the search available for the column. Filters provide relevant results even if you search with partial terms: partial vendor names, or individual words from descriptions.



- You can filter requests based on request amount. Put an amount in the filter field and click the **Filter** icon to initiate a search based on the filter parameters.

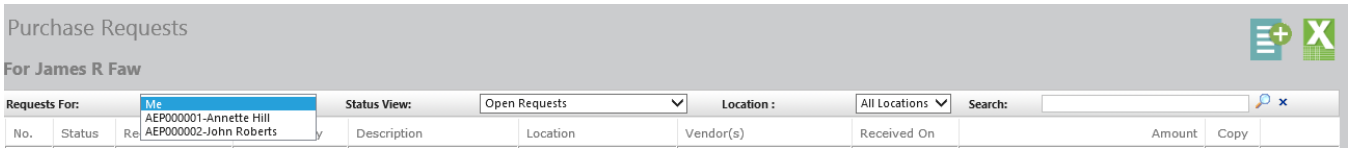


- Use the forward, backward, and page number options within the scroll bar at the bottom of the list to move between the request pages.

Requests Processed by Delegates

Individual delegates can be assigned to users in NAV to create and manage any type of requests on behalf of their delegators. The person who assigns a delegate to do a portion of his/her work is called a "delegator", while the person who is authorized to do the work on behalf of the delegator is called a "delegate".

1. If a user is a delegate for purchase requests, a new dropdown called **Requests For** appears on the **Purchase Requests** page. This dropdown lists all the delegators who assigned the user as a delegate for Purchase requests.



2. Click on a delegator in the dropdown to view the requests for that user. Note that the page header changes to indicate that the user is now viewing the requests of the selected delegator as in the screenshot below.

All the filtering, searching, paging, copying and creating functionalities on this page refers to the user selected in the **Requests For** dropdown.

Viewing an Open Purchase Request

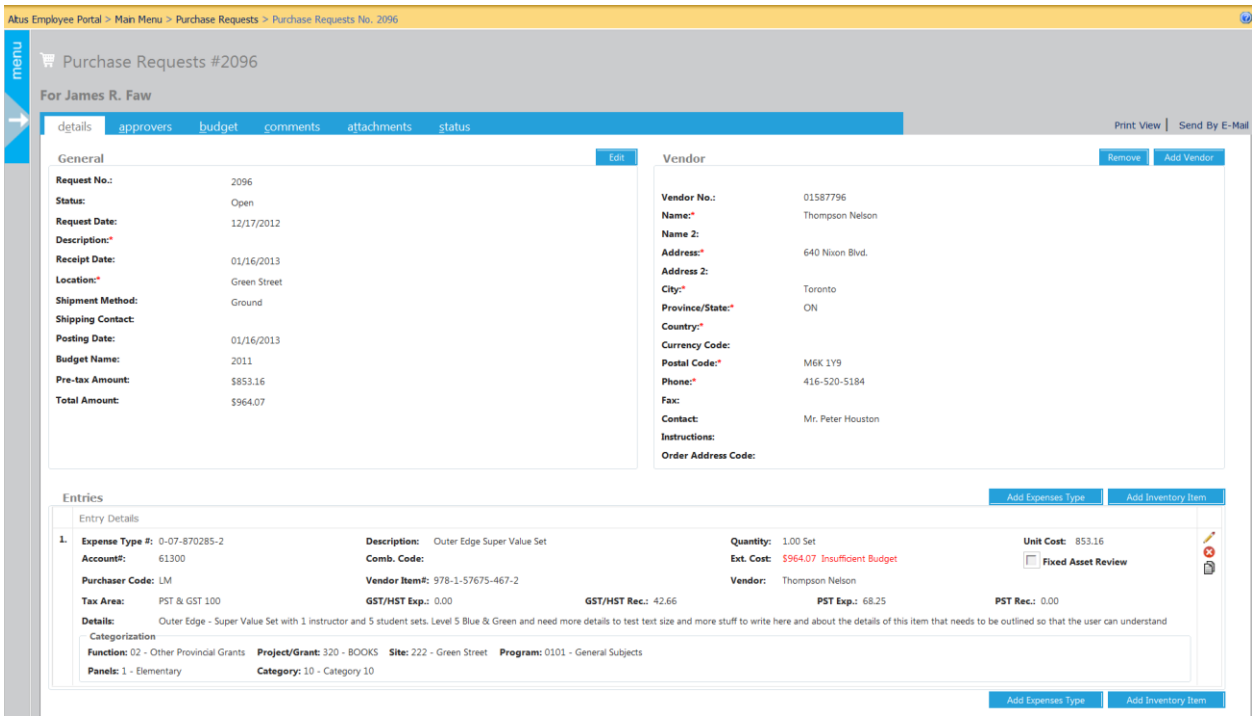
The default view for this page is to display all requests with a status of **Open**.

1. If a different status is selected, from the **Status View** drop-down menu, choose **Open Requests**.

   The list is reduced to those requests with a status of **Open**.

2. Locate the request you want.
3. Click the **View/Edit** hyperlink in the last column (right-hand side of the row).

   The **Purchase Request** window for the file you selected opens.



NOTE: *To make changes to an 'Open' request, see Viewing and Managing In-Progress Purchase Requests.*

Creating Purchase Requests

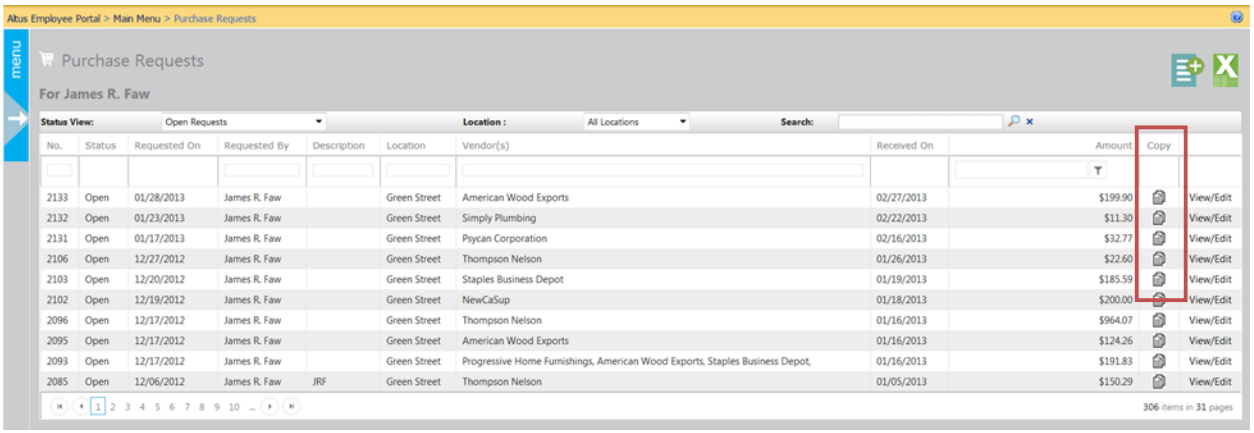
There are several ways to create Purchase Requests. A request can be made as a copy of an existing Purchase Request, as a copy of a template, or as a new request. Copying existing requests can often save time if the request is the similar to one that was previously made. Alternatively, using templates saves time as they already contain the relevant information.

However, when requests are made as copies of existing requests or templates, there are some changes that need to be made before they are submitted for approval.

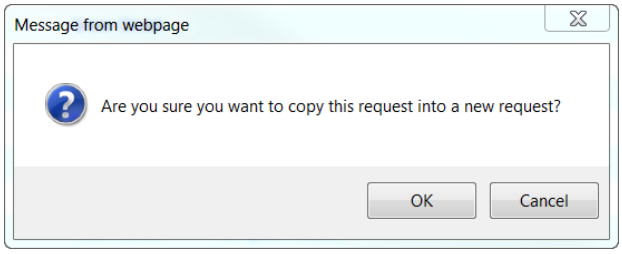
Copying from another Purchase Request

To make a copy of an existing Purchase Request:

1. In the **Purchase Request** list, click the **Copy** icon to the left of the **View/Edit** link for the request (see *Finding and Viewing an Existing Request* for instructions on how to locate existing requests).


Altus Employee Portal > Main Menu > Purchase Requests
menu
Purchase Requests
For James R. Faw
Status View: Open Requests
Location : All Locations
Search:
No. Status Requested On Requested By Description Location Vendor(s) Received On Amount Copy
2133 Open 01/28/2013 James R. Faw Green Street American Wood Exports 02/27/2013 $199.90 View/Edit
2132 Open 01/23/2013 James R. Faw Green Street Simply Plumbing 02/22/2013 $11.30 View/Edit
2131 Open 01/17/2013 James R. Faw Green Street Psycan Corporation 02/16/2013 $32.77 View/Edit
2106 Open 12/27/2012 James R. Faw Green Street Thompson Nelson 01/26/2013 $22.60 View/Edit
2103 Open 12/20/2012 James R. Faw Green Street Staples Business Depot 01/19/2013 $185.59 View/Edit
2102 Open 12/19/2012 James R. Faw Green Street NewCaSup 01/18/2013 $200.00 View/Edit
2096 Open 12/17/2012 James R. Faw Green Street Thompson Nelson 01/16/2013 $964.07 View/Edit
2095 Open 12/17/2012 James R. Faw Green Street American Wood Exports 01/16/2013 $124.26 View/Edit
2093 Open 12/17/2012 James R. Faw Green Street Progressive Home Furnishings, American Wood Exports, Staples Business Depot, 01/16/2013 $191.83 View/Edit
2085 Open 12/06/2012 James R. Faw JRF Green Street Thompson Nelson 01/05/2013 $150.29 View/Edit
306 items in 31 pages

The **Copy Request** window opens.

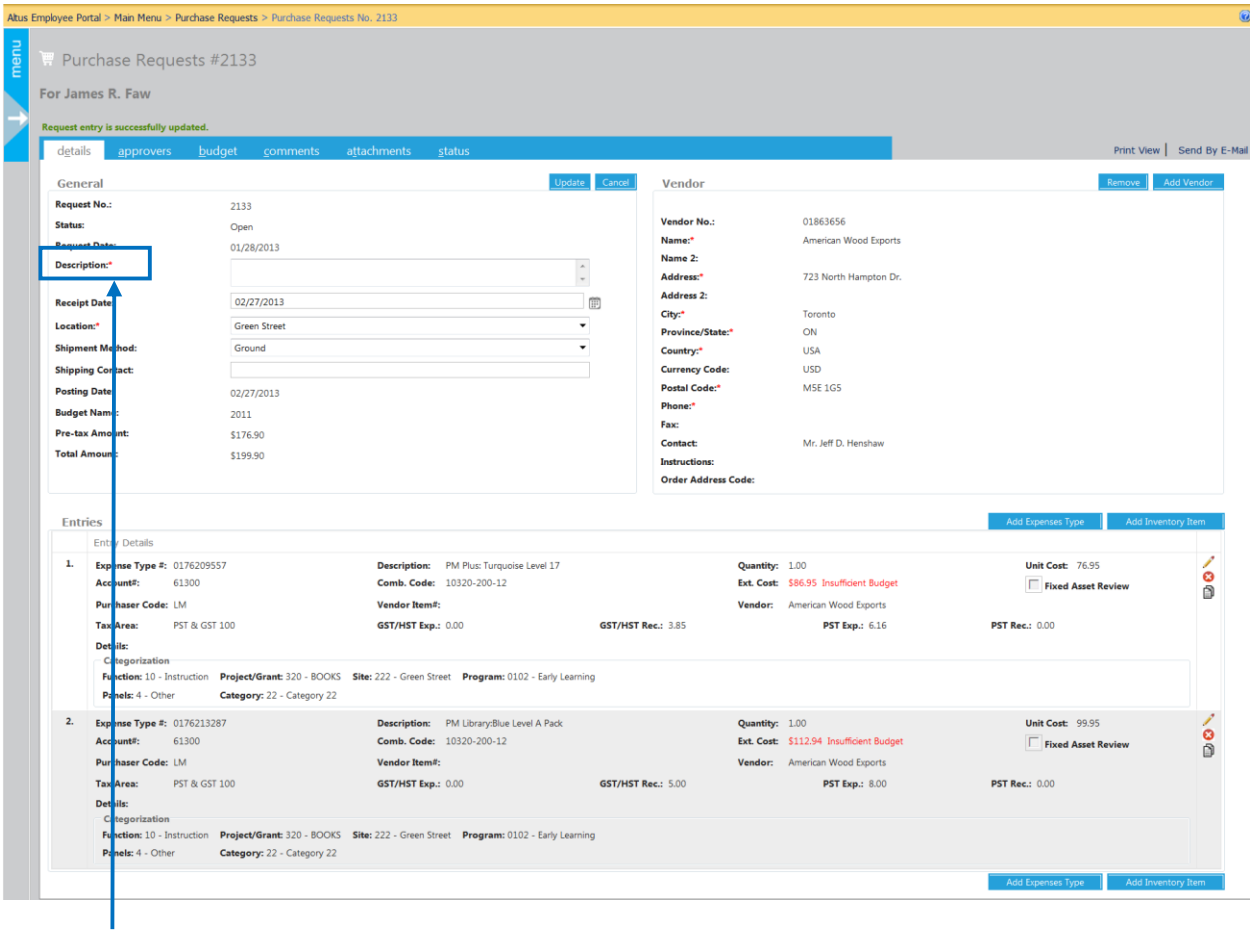


2. Click **OK**.

The **Purchase Request** window opens to the **Details** tab displaying the copied purchase request. A new purchase request number is automatically assigned to the copied purchase request.

3. Click the **Edit** button.

   The fields in the **Details** tab become available (activated) for you to update the information applicable to the new purchase request.


Purchase Requests #2133
For James R. Faw
Request entry is successfully updated.
details
approvers
budget
comments
attachments
status
Print View
Send By E-Mail
General
Update
Cancel
Request No.: 2133
Status: Open
01/28/2013
Description:*
Receipt Date: 02/27/2013
Location:* Green Street
Shipment Method: Ground
Shipping Contact:
Posting Date: 02/27/2013
Budget Name: 2011
Pre-tax Amount: $176.90
Total Amount: $199.90
Vendor
Remove
Add Vendor
Vendor No.: 01863656
Name:* American Wood Exports
Name 2:
Address:* 723 North Hampton Dr.
Address 2:
City:* Toronto
Province/State:* ON
Country:* USA
Currency Code: USD
Postal Code:* M5E 1G5
Phone:*
Fax:
Contact: Mr. Jeff D. Henshaw
Instructions:
Order Address Code:
Entries
Add Expenses Type
Add Inventory Item
Entry Details
1. Expense Type #: 0176209557 Description: PM Plus: Turquoise Level 17 Quantity: 1.00 Unit Cost: 76.95
Account#: 61300 Comb. Code: 10320-200-12 Ext. Cost: $86.95 Insufficient Budget Fixed Asset Review
Purchaser Code: LM Vendor Item#: Vendor: American Wood Exports
Tax Area: PST & GST 100 GST/HST Exp.: 0.00 GST/HST Rec.: 3.85 PST Exp.: 6.16 PST Rec.: 0.00
Details:
Categorization
Function: 10 - Instruction Project/Grant: 320 - BOOKS Site: 222 - Green Street Program: 0102 - Early Learning
Panels: 4 - Other Category: 22 - Category 22
2. Expense Type #: 0176213287 Description: PM Library:Blue Level A Pack Quantity: 1.00 Unit Cost: 99.95
Account#: 61300 Comb. Code: 10320-200-12 Ext. Cost: $112.94 Insufficient Budget Fixed Asset Review
Purchaser Code: LM Vendor Item#: Vendor: American Wood Exports
Tax Area: PST & GST 100 GST/HST Exp.: 0.00 GST/HST Rec.: 5.00 PST Exp.: 8.00 PST Rec.: 0.00
Details:
Categorization
Function: 10 - Instruction Project/Grant: 320 - BOOKS Site: 222 - Green Street Program: 0102 - Early Learning
Panels: 4 - Other Category: 22 - Category 22
Add Expenses Type
Add Inventory Item

NOTE: *Fields marked with the red asterisk indicate that completing the field is **mandatory**.*

4. In the **Description** field, enter a description for the new request (this description is included in all email communications concerning this request).
5. In the **Receipt Date** field, enter an appropriate date on which this request should be received (alternatively, click the **Calendar** icon to select a date).
6. From the **Location** drop-down, select the appropriate location for the order to be shipped. (If you have a default location set up for your users, this value is defaulted here.)
7. From the **Shipment Method** drop-down, select the appropriate method by which the order needs to be sent. This information is transferred to the Purchasing Order.
8. In the **Shipping Contact** field, enter the name of the individual (could be your name or the person or department for whom you are creating the request) to receive the shipment and to use as contact if the Purchasing department or the vendor require further details, etc.

The **Posting Date** field automatically reflects the same date as the **Receipt Date** entered/selected (or a formula based on your particular system setup/configuration).

NOTES:

- *Depending on your system configuration, this field may be editable for the end user.*
- *This field is used to determine the fiscal year and the budget used to drive budget calculations.*

9. Click the **Update** button at the top of the **Details** tab.

   The following message displays at the top of the purchase request tabs:

   Request detail is successfully updated.

10. If necessary, make changes to the lines in this request (see *Editing Purchase Request Lines* for details).

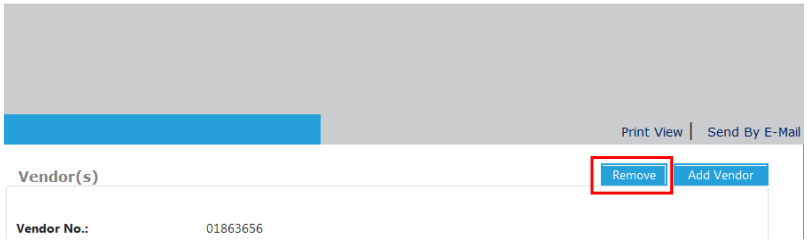
Updating the Vendors Attached to the Request

Depending on the details for the newly created purchase request, you may need to update the vendor information attached to the request. You can either *remove* a vendor not required or *add* a new one.

Removing a Vendor

To remove a vendor from the request:

1. In the **Vendor** section, click the **Remove** button.



   A confirmation message opens.

2. Click **Yes**.

   The vendor is removed and the next vendor (if more than one is attached to the request) displays.

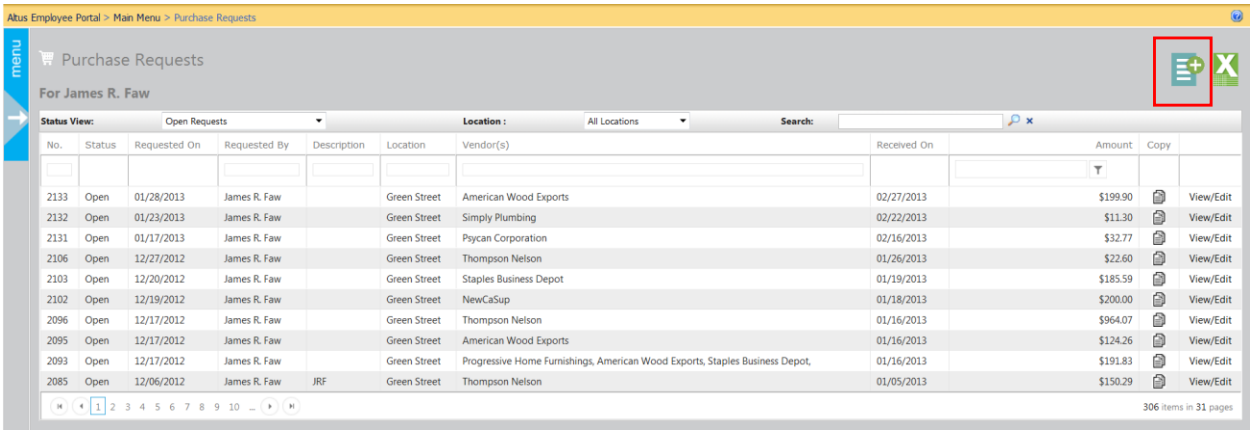
Adding a Vendor

For details on adding a new vendor to a purchase request, see *'Selecting a Vendor'*.

Creating a New Purchase Request

To create a new Purchase Request:

1. In the **Purchase Request** list, click the **Create New** icon in the top right-hand corner of the page.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Status View: Open Requests
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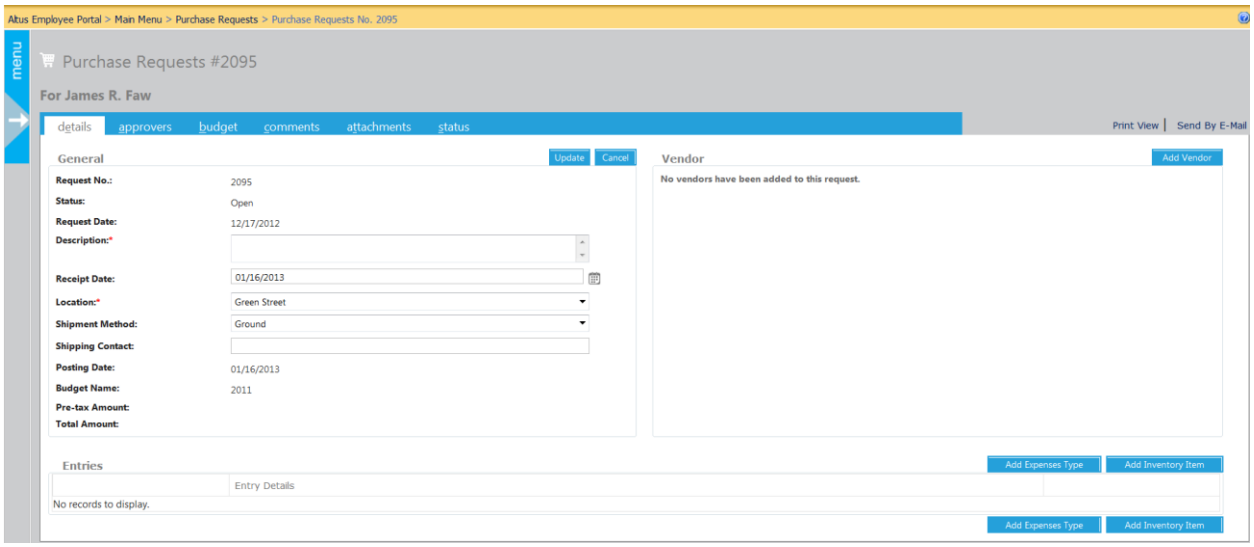
2085 Open 12/06/2012 James R. Faw JRF Green Street Thompson Nelson 01/05/2013 $150.29 View/Edit
306 items in 31 pages

The **Purchase Request** page opens enabling you to add the required details for the new purchase request (a purchase request number is automatically assigned). Each request includes information that is organized by tabs at the top of the page. The default view for the **Purchase Request** page is the **Details** tab.



The **General** section of the **Details** tab has several fields to complete (see *Entering General Information about the Purchase Request* next for information about completing each field in the **General** section).

2. When you finish completing the required fields, click the **Update** button at the top right-hand corner of the **General** section to save the changes.

Entering General Information about a Purchase Request

The following table provides a description for each of the fields in the **General** section of the **Details** tab.

Field Name	Details
Request No.	This column is an automatically generated consecutive number.
Status	This column defaults to **Open** when a new Purchase Request is created.

Field Name	Details
	NOTE: *To change the status of a request, see Changing the Status of a Purchase Request.*
Request Date	This column defaults to the date when the Purchase Request is created.
Description	Enter a brief description for the Purchase Request here. This is a mandatory field. The description is included in the approval email to help the approver understand the request.
Receipt Date	Enter or use the **Calendar** icon to select the date on which the Purchase Request needs to be received.
Location	This column defaults to your primary location, but it can be changed. From the drop-down menu, select the appropriate location for the Purchase Request. NOTE: *If a default location is set up/configured for you (your user account), that location is displayed here.*
Shipment Method	This is not a required field. Use this field only if you want to provide the purchasing department with instructions for how you want these items shipped. Select the appropriate shipment method from the drop-down menu.
Shipping Contact	Enter the name of the individual (could be your name or the person or department for whom you are entering the order) to receive the shipment and to use as contact if the Purchasing department or the vendor require further details, etc.
Posting Date	The **Posting Date** field automatically reflects the same date as the **Receipt Date** entered/selected or a formula based in the setup of the system and is the accounting date used for budget checking. NOTE: *Depending on your system setup/configuration, this field may be editable.*
Budget Name	This column displays the budget name that corresponds to the Posting Date selected above. (The budget name does not appear until the **Update** button is clicked.)
Pre-Tax Amount	This column displays the cost of items or expenses included in the Purchase Request before taxes are calculated. (You must add the items – either by Expense Type or Inventory Item before this field is populated.)
Total Amount	This column displays the total cost of items or expenses including taxes. (You must add the items – either by Expense Type or Inventory Item before this field is populated.)

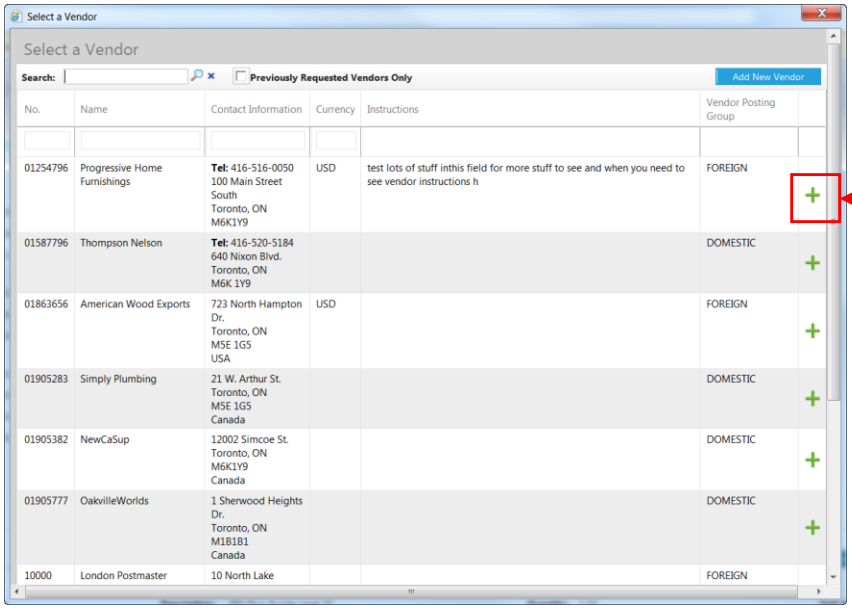
Selecting a Vendor

Vendors can be added to Purchase Requests so that expense types or items can be tied to vendors directly. Typically vendors are selected only if you want to propose a specific vendor for the Purchasing department to use for certain expense types or items.

To select a vendor for a Purchase Request:

1. In the Purchase Request page, click the Add Vendor button.

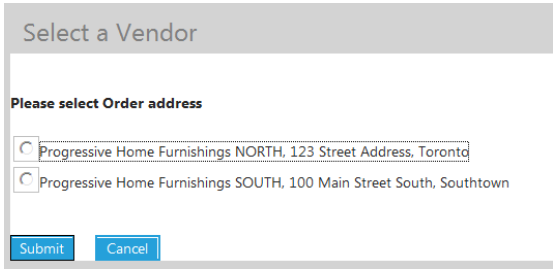
   The list of vendors appears:



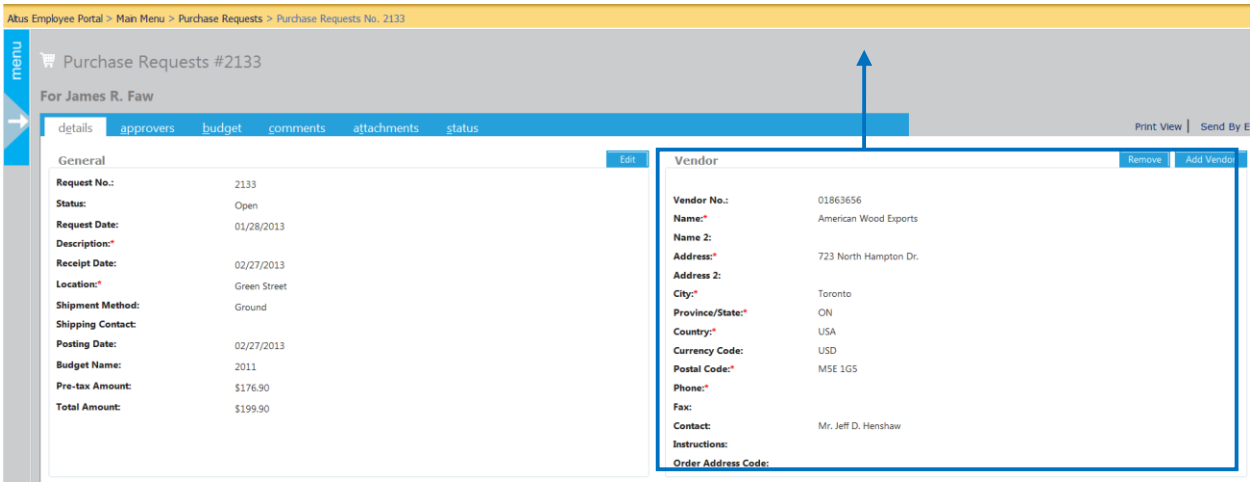
Add vendor icon

2. If the vendor you want appears in the list, click the Add Vendor icon (last column of the row).

   NOTE: *If more than one address/location exists for the selected vendor, the following window opens where you can select the appropriate address:*


Select a Vendor
Please select Order address
Progressive Home Furnishings NORTH, 123 Street Address, Toronto
Progressive Home Furnishings SOUTH, 100 Main Street South, Southtown
Submit
Cancel

The **Details** tab re-opens displaying the newly added vendor in the **Vendor** section.



NOTE: *If you are unable to find the vendor you want, you may need to search for an existing vendor or add the vendor to the list (see the following sections).*

SEARCHING FOR EXISTING VENDORS

To search for an existing vendor:

1. In the **Purchase Request** page, click the **Add Vendor** button.

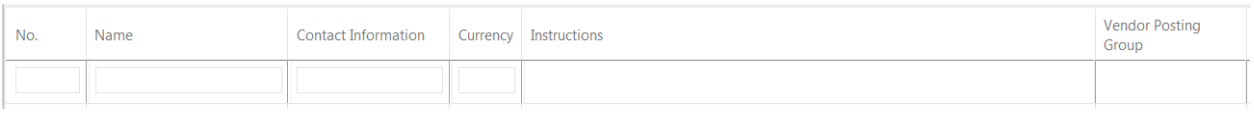
   The list of vendors appears.

2. Click in the **Search** field (at the top of the page) and enter the vendor name (or keywords/text) for the vendor you want to find.

3. Click the **Search** icon to start the search.

   (Click the **Cancel** icon to clear the search.)

4. Alternatively, you can use the additional filter fields at the top of each column. Type the number or keyword you wish to search by and click **Enter**.



When the search process completes, the content in the **Vendor** screen displays only rows that match your search.

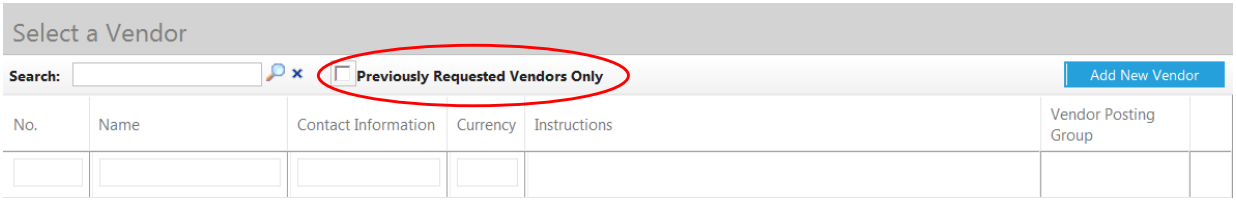
5. Locate the vendor you want in the list of search results and click the **Add to Request** button (in the + column of the row).

   The **Details** tab re-opens with the selected vendor added to the **Vendor** section.

NOTE: VIEWING PREVIOUSLY REQUESTED VENDORS ONLY

Some vendors are used more frequently than others. To save time, you have the option to reduce the list of vendors to only those that you used before.

To view only previous requested vendors, click the check box beside ***Previously Requested Vendors Only*** *to the right of the* ***Search*** *field (circled in red below). The list is reduced to show you only the vendors that you used for previous Purchase Requests.*



ADDING A NEW VENDOR TO THE LIST

If you want to propose a new vendor to be used by the organization, or if you are unable to find the vendor you are looking for, you can add the vendor to the list of available vendors.

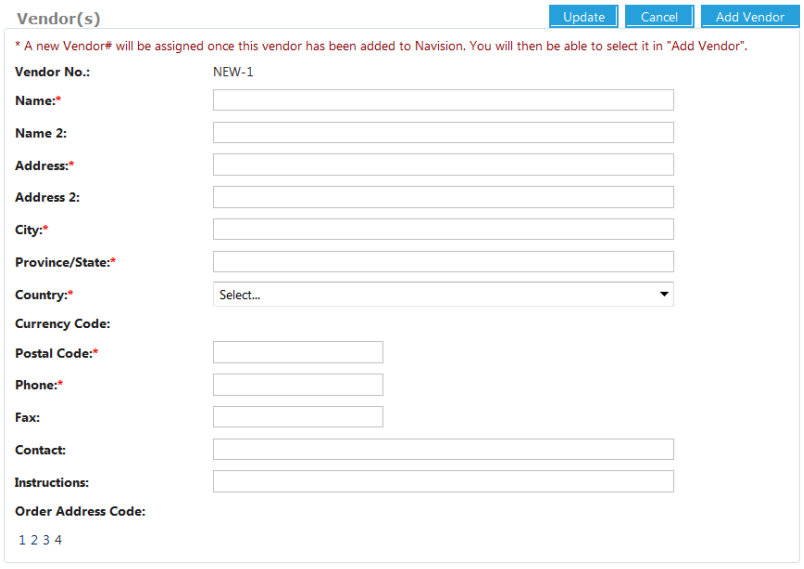
To add a new vendor to the list:

1. In the **Purchase Request** page, click the **Add Vendor** button.

   The list of vendors opens.

2. Click the **Add New Vendor** button (top right-hand corner of the page).

   A blank vendor section opens in the **Details** tab:



3. Enter the vendor's contact details in the fields provided. (A RED asterisk next to the field name indicates **required** information.)

4. Click the **Update** button (in the top right-hand corner of the **Vendor(s)** section) to save the new vendor information.

   The new vendor request is submitted to the Purchasing Department.

   NOTE: *A new* ***Vendor Number*** *is automatically assigned once the vendor request is reviewed and approved by Purchasing or Accounts Payable. Once the vendor is approved and added to the permanent vendor*

*records, you can search for and select it in the **Add Vendor** page. If required, a representative from the Purchasing department will contact you for more information or if the vendor is not approved.*

SELECTING MORE THAN ONE VENDOR FOR A PURCHASE REQUEST

If your Purchase Request is for expense types and/or items that should be purchased from different vendors, it is helpful for the Purchasing department if the request includes all the suggested vendors.

To add more than one vendor to a Purchase Request:

1. In the **Purchase Request** page, click the **Add Vendor** tab.

   The list of vendors appears.

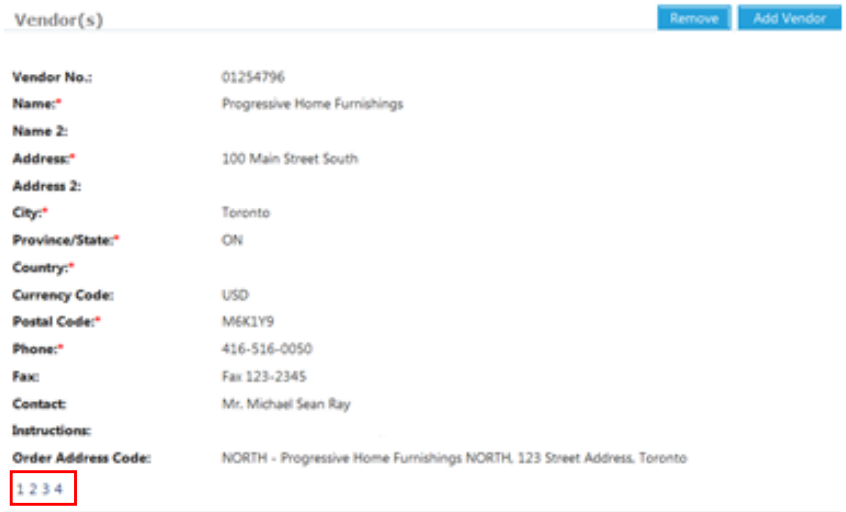
2. Locate the vendor by paging through the list using the **Search** feature (see, *Searching for Existing Vendors*).

3. Click the **Add to Request** button (in the last column of the row).

   The **Purchase Request** page re-opens.

4. Repeat steps 1-3 for each additional vendor you want to add.

   NOTE: *Multiple vendors appear as pages in the **Vendor(s)** section of the **Details** tab. To view each vendor, click the page numbers as shown below:*



NOTE: *The purchase requests can be configured not to allow multiple vendors.*

Adding Purchase Request Lines

Each item or expense type that is added to a Purchase Request is called a *'line'* and appears as an entry in the **Entries** section of the **Details** tab in the **Purchase Request** page.

- **Expense Types** are non-inventory items and may be set up as G/L Accounts, products, services or any other type of expense.
- **Inventory Items** are used only for items that your organization tracks in its inventory.

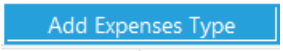
To add an entry to the purchase request, you must select from a list of pre-defined expense or inventory items. Once you add an item, you can make changes to the request line to enter specific details for requested item.

There is no limit to the number of expense/item lines that you can add to a purchase request.

Viewing the Expense Types List

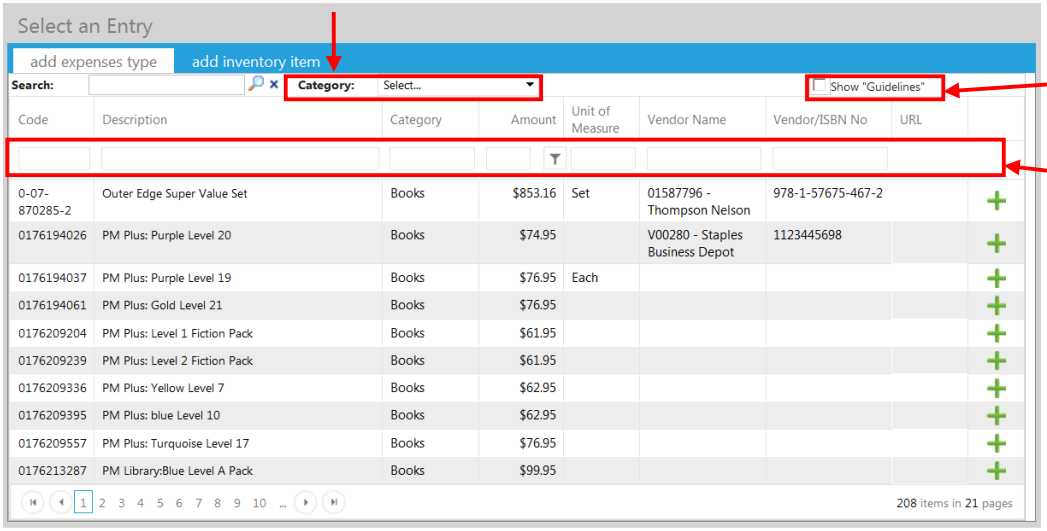
A list of pre-defined expense types is located in **Add Expenses Type** tab of the **Select an Entry** page.

To view the list of expense types:

1. Click the **Add Expenses Type** button. 

   The **Select an Entry** page opens displaying the **Add Expenses Type** tab.

Use the **Category** drop-down to select a particular expense category.



Displays the purchasing *guidelines* for each

Use the **Filtering** fields to customize/narrow down the list of expense items.

NOTES:

- *To select from a specific type of expense, select the option from the **Category** drop-down.*
- *To customize the results of a search or the display in general, use the filtering options to narrow down the list of expense items.*
- *To see more detail, specifically the guidelines for purchasing a particular item, click the **Show "Guidelines"** check box. A **Guidelines** column displays next to the **Description** column with details for purchasing each item/expense.*

The following table provides a detailed explanation of the columns in the **Expense Type** list:

Column Name	Details
Code	This column displays the reference number attributed to the expense type when it was created.
Description	Hold your mouse over (hover) the **Description** hyperlink to display additional information about the expense type.
Category	This column displays the expense category for the item.
Unit Amount	This column displays the cost of one unit of an expense type.
Unit of Measure	This column displays the unit of measure the expense type uses (where applicable).
Vendor Name	This column displays the vendor name associated with the expense.
Vendor/ISBN No.	This column displays the vendor or ISBN number.
URL	This column displays **More Info** when the line has a reference to a web link for additional information. Keep your mouse over More Info and click on the link that appears.

VIEWING THE INVENTORY ITEMS LIST

The list of inventory items is located in the **Add Inventory Item** tab of the **Select an Entry** page.

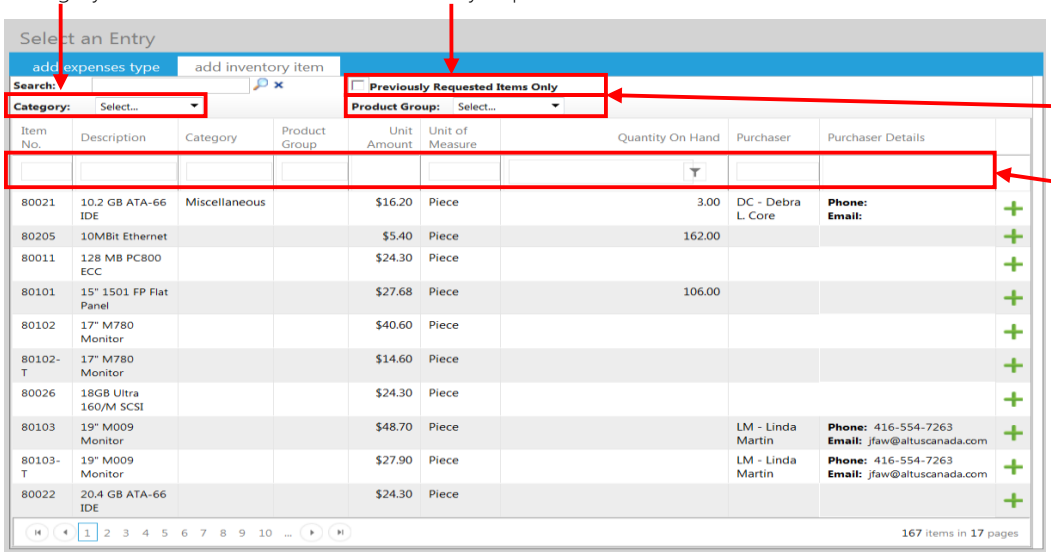
To view the list:

1. Click the **Add Inventory Item** button.

The **Select an Entry** page opens displaying the **Add Inventory Item** tab.

Use the **Category** drop-down to select a particular inventory item category.

Click the **Previously Requested Items Only** check box to display only inventory items that you purchased before.


Select an Entry
add expenses type
add inventory item
Search:
Category: Select...
Previously Requested Items Only
Product Group: Select...
Item No.
Description
Category
Product Group
Unit Amount
Unit of Measure
Quantity On Hand
Purchaser
Purchaser Details
80021 10.2 GB ATA-66 IDE Miscellaneous $16.20 Piece 3.00 DC - Debra L. Core Phone: Email:
80205 10MBit Ethernet $5.40 Piece 162.00
80011 128 MB PC800 ECC $24.30 Piece
80101 15" 1501 FP Flat Panel $27.68 Piece 106.00
80102 17" M780 Monitor $40.60 Piece
80102-T 17" M780 Monitor $14.60 Piece
80026 18GB Ultra 160/M SCSI $24.30 Piece
80103 19" M009 Monitor $48.70 Piece LM - Linda Martin Phone: 416-554-7263 Email: jfaw@altuscanada.com
80103-T 19" M009 Monitor $27.90 Piece LM - Linda Martin Phone: 416-554-7263 Email: jfaw@altuscanada.com
80022 20.4 GB ATA-66 IDE $24.30 Piece
1 2 3 4 5 6 7 8 9 10 ...
167 items in 17 pages

Use the **Product Group** drop-down to select a specific product group to choose from.

Use the **Filtering** fields to customize/narrow down the list of expense items.

NOTES:

- *To select from a specific type of item, select the option from the **Category** drop-down.*
- *To select from a specific product group of items, select the option from the **Product Group** drop-down.*
- *To customize the results of a search or the display in general, use the filtering options to narrow down the list of expense items.*
- *To view only previous requested items, click the check box beside **Previously Requested Items Only**. The list is reduced to show you only the items that you selected for previous Purchase Requests.*

The following table provides a detailed explanation of the columns in the **Items** list:

Column Name	Details
Item No.	This field displays the reference number attributed to the item when it was created
Description	Hold your mouse over (hover) the hyperlink for additional information about the item.
Category	This column displays the *category* to which the item belongs.
Product Group	This column displays the *product group* to which the item belongs.
Unit Amount	This column displays the cost of one item.
Unit of Measure	This column displays the unit of measure the item uses (where applicable).

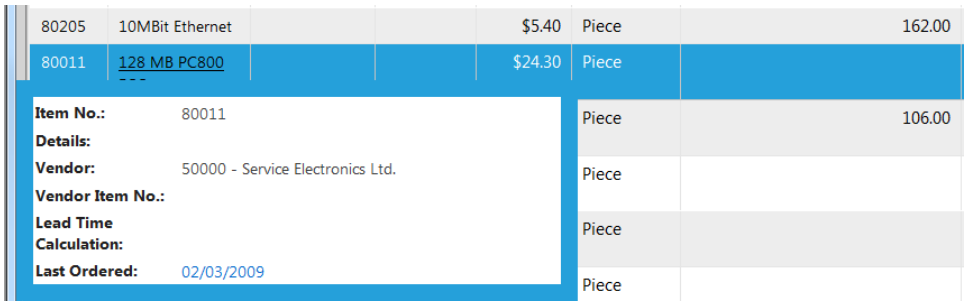
Column Name	Details
Quantity On Hand	This column displays the amount of the item still on hand as recorded in inventory.
Purchaser	This column displays the purchaser's name.
Purchaser Details	The column displays the contact details for the purchaser.

VIEWING ADDITIONAL INFORMATION ABOUT AN ITEM

To view additional information about an expense type or item:

1. Hold your mouse over (hover) the **Description** hyperlink.

   A section containing additional information opens below the list.

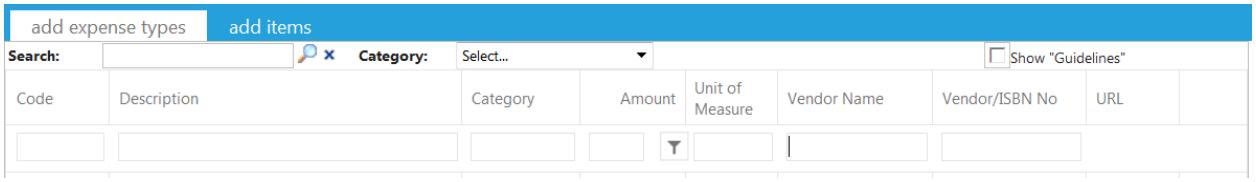


Searching for Expense Types or Inventory Items

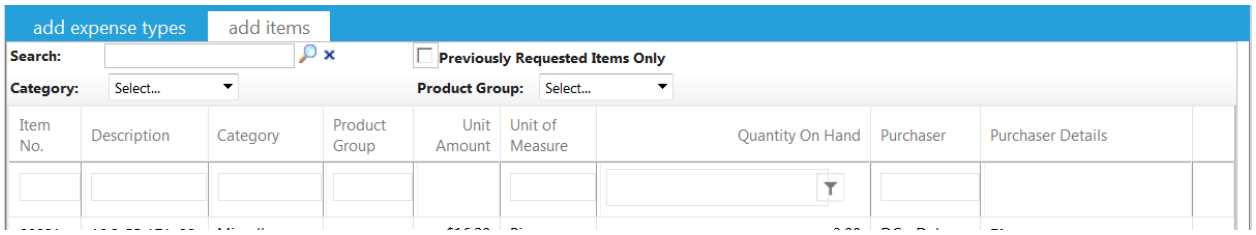
The **Add Expenses Type** and **Add Inventory Item** tabs include a search function.

To search for an expense type or item:

1. In either of the **Add Expenses Type** or **Add Inventory Item** tabs, place your cursor in the **Search** field at the top of the tab and enter the keywords/text you want to find.



In the **Add Items** tab, use the additional search fields: **Category**, **Product Group**, **Filter fields**, and **Previously Requested Items Only** check box to filter the available data and return more specific results.



For more information on filtering, refer to the *Using the Filter Options to Refine the Purchase Request List* section of this user guide

2. Click the **Search** button to execute the search.

(Click the **Cancel** button to clear the search.)

Once the search is complete, the data that displays below only includes the rows that match the text in your search.

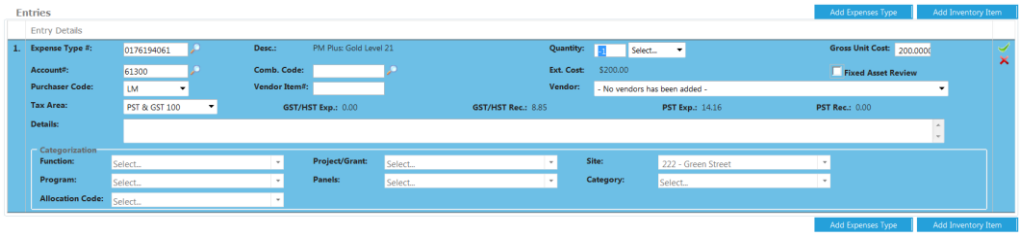
3. Locate the expense type or inventory item you want.

Selecting an Expense Type or Inventory Item

To select an expense type for a Purchase Request:

1. In the **Purchase Request** page, click the **Add Expenses Type** button or the **Add Inventory Item** button. The **Expense Type** list or **Inventory Item** list appears.
2. Locate the expense type or item you want by paging through the list or by searching for the product (see, *Searching for Expense Types or Items*).
3. Click the **Add to Request** button in the last column of the row.

The **Details** tab re-opens with the expense type or inventory item added to the **Details** section in **Edit** mode enabling you to provide and modify the information in the fields.



When an entry line is displayed in blue, this indicates you are in **Edit** mode.

WORKING WITH A PURCHASE REQUEST'S LINE DETAILS

Once you add an expense type or inventory item, you can change or add more information and specify quantities.

To work with the Entry Details:

NOTES:

*The **Quantity** field must have a value.*

If you receive any warning messages (indicated in yellow), you need to resolve these warnings before you can change the status of the request and submit.

1. If you need to change the expense type or Item number currently displayed, in the **Expense Type #** or **Item #** field, enter the expense type number or click the **Search** icon.
2. In the **Quantity** field for the item or expense type, enter the number of products you require.
3. In the **Unit Cost** field, update the cost for the product (if necessary) by entering the correct the number.
4. The following fields are editable, but do not necessarily require input. If you need to enter/select information for these fields, follow these instructions:
   - To change the GL account number currently displayed, in the **Account #** field, enter the GL account number or click the **Search** icon.
   - If you require a Combination Code (dimensions) for this expense, in the **Comb. Code** field, enter the applicable code or click the **Search** icon.
   - In the **Purchaser Code** drop-down, select the applicable purchaser code, if required.
   - The **Vendor Item #** field displays the Vendor Item number. If you need to change the number or if a number doesn't display to correspond with the vendor selected, enter the appropriate number in this field.
   - From the **Vendor** drop-down menu, select the appropriate vendor for this product. Vendors are added to the **Vendor** drop-down based on the vendor(s) you added in the **Vendor** section of the purchase request. If the vendor you want does not appear in the drop-down menu, you must add it to the Purchase Request (see, *Selecting a Vendor*).
5. In the **Details** field, enter an additional description or comments about the expense type or item.
6. The **Categorization** section fields are automatically populated based on the **Combination Code** you selected. They display the additional details for the expense type. If you do not select a Combination Code, you can select the dimensions as you require:
   - **Department**: - select the applicable department for which the purchase is being made

- **Site**: select the appropriate site for which the item(s) are being requested/purchased
- **Panels**: select the applicable option to indicate to which level the item(s) belongs
- **Project/Grant**: select the appropriate project category to which the item(s) belong
- **Program**: use this field to define the general subject area for the item(s)
- **Category**: select the applicable category to which the item(s) belong

NOTES:

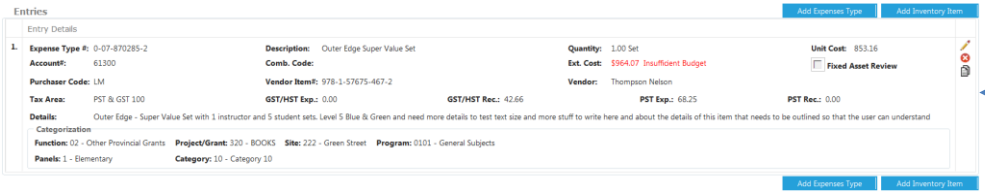
Your personal settings determine the options available in the drop-down menus. In some cases, the fields are auto-filled based on your user profile/security settings.

Dimension names may vary depending on your company's particular set up and configuration. The Dimension names listed here (Department, Site, Panels, etc.) are for demonstration purposes only.

7. Click the **Accept Changes** button in the last column of the row.

   (To reject the changes, click the **Cancel** icon.

   The entry is updated to reflect your changes.


Entries
Add Expenses Type
Add Inventory Item
Entry Details
1.
Expense Type #: 0-07-870285-2
Description: Outer Edge Super Value Set
Quantity: 1.00 Set
Unit Cost: 853.16
Account#: 61300
Comb. Code:
Ext. Cost: $964.07 Insufficient Budget
Fixed Asset Review
Purchaser Code: LM
Vendor Item#: 978-1-57675-467-2
Vendor: Thompson Nelson
Tax Area: PST & GST 100
GST/HST Exp.: 0.00
GST/HST Rec.: 42.66
PST Exp.: 68.25
PST Rec.: 0.00
Details: Outer Edge - Super Value Set with 1 instructor and 5 student sets. Level 5 Blue & Green and need more details to test text size and more stuff to write here and about the details of this item that needs to be outlined so that the user can understand
Categorization
Function: 02 - Other Provincial Grants
Project/Grant: 320 - BOOKS
Site: 222 - Green Street
Program: 0101 - General Subjects
Panels: 1 - Elementary
Category: 10 - Category 10
Add Expenses Type
Add Inventory Item

Create additional entry lines based on the one you added by clicking the **Copy** icon. In the newly copied entry, update the details to meet your requirements.

The following table provides a detailed explanation for the expense and inventory item fields:

Column Name	Details
Expense Type # or Item #	This field displays the reference number that corresponds to the expense item. For inventory items types, this field defaults to 'Item'.
Description	This field displays the description of the expense type or inventory item.
Quantity	Enter the required quantity of this expense type or inventory item here. This field must contain a value.
Unit Cost	Enter the known unit cost of the expense type or inventory item here. NOTE: *This field defaults to the unit cost entered when the expense type or inventory item was created.*
Account #	This field displays the G/L account number that corresponds to the account name and budget category under which the item will be purchased.
Comb. Code	This field contains a list of pre-established combinations of dimensions. If you select one of these, it automatically populates the dimensions below (**Categorization** section) with the values set up for that combination.

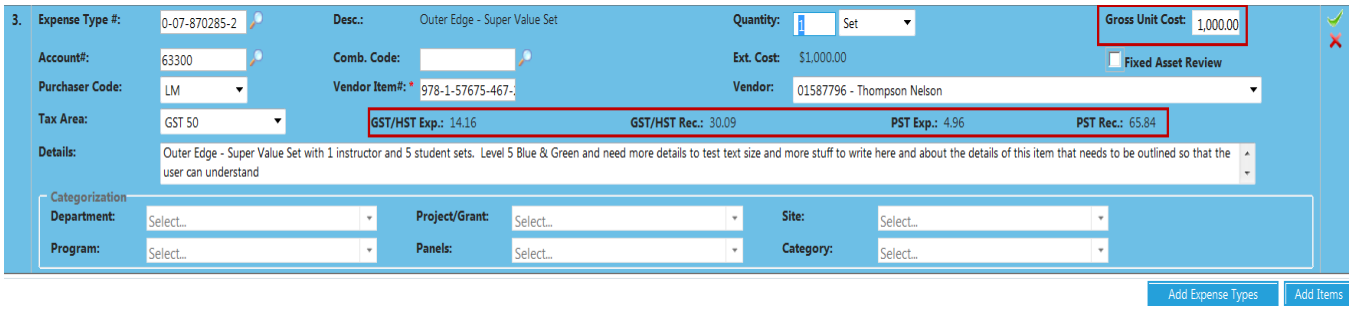
Column Name	Details
	NOTE: *If G/L Account has already been selected, this field lists only combinations set up for that G/L Account.*
Ext. Cost	This column calculates the extended cost of the expense type or inventory item (the amount including all taxes).
Fixed Asset Review	Select this check box to flag this entry for review by Purchasing for possible setup as a fixed asset.
Purchaser Code	This field displays the purchase code for the individual who is making the purchase request.
Vendor Item #	Enter the number for this expense type or inventory item here (e.g., a catalogue number). NOTE: *Some expense types may be set up to require this value. If that is the case, you receive an error if you did not enter a value.*
Vendor	Select the appropriate vendor for this expense type or inventory item from the drop-down menu. NOTE: *The vendors in this list correspond with the vendors that you added to the Purchase Request. To add a vendor to this list, see Selecting a Vendor. If you would rather Purchasing decide what vendor to use, leave this field blank.*
Tax Area	Select the appropriate tax area from the **Tax Area** drop-down menu. Administration sets up a default, so only override when necessary. (This field is hidden for non-Canadian implementations of the portal.) NOTE: *This field defaults to a value for each inventory item or expense type but can be overwritten.*
Details	Enter a detailed description of the products or services you are requesting here.
Original Amount	This field lists the original amount for the item. NOTE: *This field is only populated if you are using the **Corporate Pay Card** functionality for Expense Requests. This information is provided by the credit card company and imported into this application.*
Merchant Name	This field displays the vendor name for the vendor originally used to purchase this item. NOTE: *This field is only populated if you are using the **Corporate Pay Card** functionality for Expense Requests.*
GST/HST	This field lists the GST/HST calculated on the line item.

Column Name	Details
GST/HST Rec.	This field lists the portion of GST/HST recoverable on the cost of the expense type. This field is not included in budget checking.
GST/HST Exp.	This field displays the portion of your GST/HST that is expensed along with the cost of the expense type. This field is included in budget checking.
PST	This field lists the PST calculated on the line item.
PST rec.	This field lists the portion of PST recoverable on the cost of the expense type. This field is not included in budget checking.
PST exp.	This field displays the portion of your PST that is expensed along with the cost of the expense type. This field is included in budget checking.
Personal Amount	This field is checked only in case credit cards are used. Users indicate that the amount on the line is a personal expense.
Categorization	The dimensions displayed in this section represent the dimension set up by your organization. Contact your project leader to learn the details for using these fields.

USING GROSS UNIT AMOUNTS

The Expense Types can be set to use Gross Unit Amount for Payment and Expense requests.

In portal, open a Payment or Expense request and add a line by clicking on the Add Expense Type button. Select the expense from the Expense Type pop-up and add it to the request. The portal will display the gross unit amount or the unit amount depending on whether the Expense Type is set to use Gross Unit Amount or Unit Amount.


3.
Expense Type #: 0-07-870285-2
Desc.: Outer Edge - Super Value Set
Quantity: 1 Set
Gross Unit Cost: 1,000.00
Account#: 63300
Comb. Code:
Ext. Cost: $1,000.00
Fixed Asset Review
Purchaser Code: LM
Vendor Item#: * 978-1-57675-467-
Vendor: 01587796 - Thompson Nelson
Tax Area: GST 50
GST/HST Exp.: 14.16
GST/HST Rec.: 30.09
PST Exp.: 4.96
PST Rec.: 65.84
Details: Outer Edge - Super Value Set with 1 instructor and 5 student sets. Level 5 Blue & Green and need more details to test text size and more stuff to write here and about the details of this item that needs to be outlined so that the user can understand
Categorization
Department: Select...
Project/Grant: Select...
Site: Select...
Program: Select...
Panels: Select...
Category: Select...
Add Expense Types
Add Items

Editing Purchase Request Lines

A Purchase Request's lines can be changed at any time ***before*** the request is submitted for approval.

To edit a Purchase Request's lines:

1. Locate the type or item line in the **Entries Details** section.

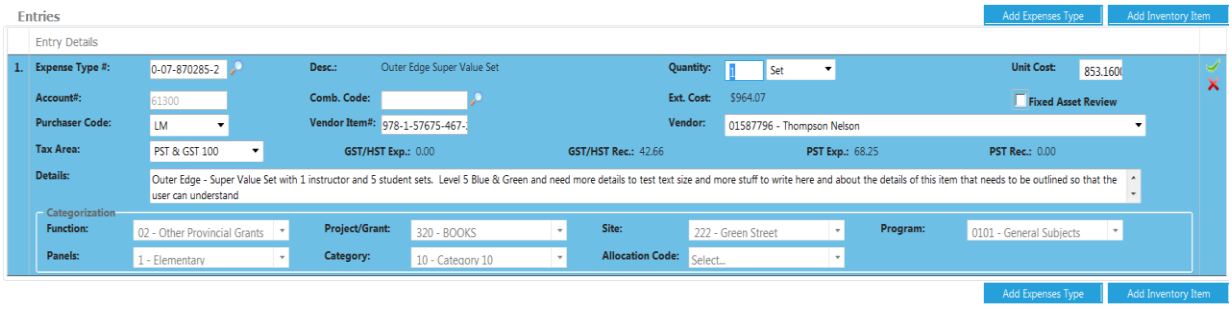
2. Click the **Edit** button for the entry (to the far right of the entry).

NOTES:

Your personal settings determine the options available in the drop-down menus. In some cases, the fields are auto-filled based on your user profile/security settings.

*The options selected in the **Categorization** section are directly tied to the **Comb. Code** (dimensions codes) selected. If you select a different **Comb. Code**, the fields in the **Categorization** section automatically update.*

The fields in the **Entry Details** panel become editable (some fields are not editable).



3. Make the necessary changes to the lines (see *Working with a Purchase Request's Line Details* for more information about these fields).

4. Click the **Accept Changes** button (to the far right of the entry) to save the changes and close the **Edit** mode for the **Entry Details**.

NOTES:

- *The **Quantity** field must have a value.*
- *If you receive any warning messages (indicated in yellow with the warning icon ⚠ you need to resolve these warnings before you can change the status of the request and submit.*
- *To remove a line from a request, click the **Delete this line** button (to the far right of the entry).*

Selecting an Alternate Approver

The *Approvers* assigned to review and approve the purchase requests you create and submit are listed in the **Approvers** tab. From here, you can select alternate (delegate) approvers if the approver generally responsible for your requests is unavailable, etc.

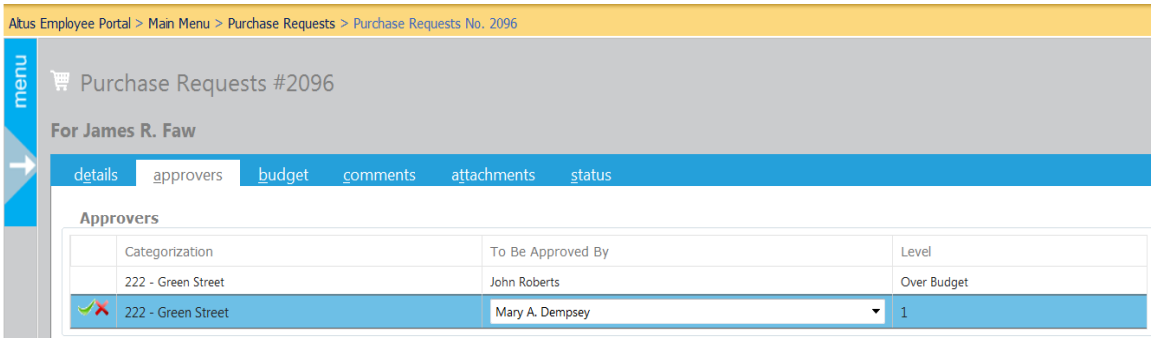
To select a different Approver:

1. Click the **Approver** tab.

   The **Approver** tab opens:

2. Click the **Edit** icon.

   A drop-down list becomes available in the **To Be Approved By** column.



3. Select an alternate approver from the drop-down list.
4. Click the **Accept Changes** button to save and close the **Edit** mode.

   To reject the change and return to the previous approver, click the **Cancel** icon.

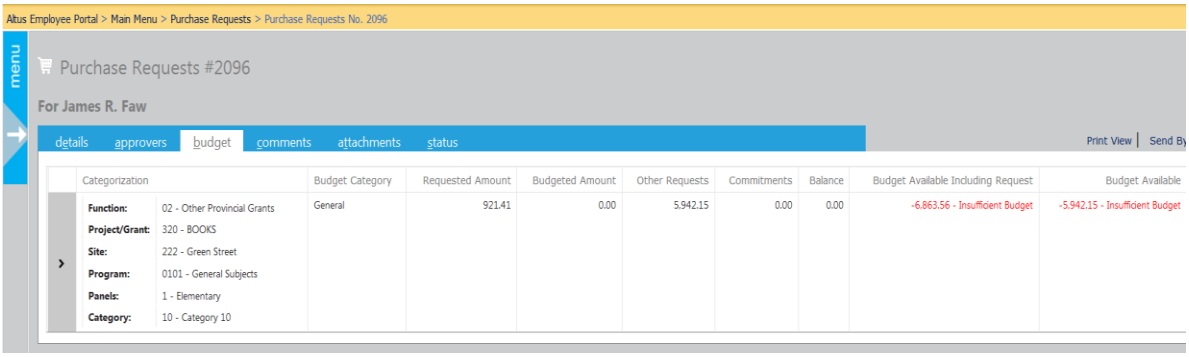
Understanding the Budget Status

When created, each expense type or item is assigned a budget category for budget checking purposes. Once your expense/item lines are added, the budget tab is where a basic budget check is performed.

To view the budget details of a Purchase Request:

2. Click the **Budget** tab in the **Purchase Request** page.

   The **Budget** tab opens:



The following table provides a detailed explanation of the columns in the **Budget** tab:

Column Name	Details
Categorization	This section displays each of the Dimension Codes and Dimensions Values assigned to the lines. NOTE: *This screen summarizes and groups like lines together. If you have multiple lines assigned to the same dimensions and Budget Categories, these lines are summarized together on this screen. Only dimensions that are included in the budget verification are displayed.*
Budget Category	This section displays the Budget Category (grouping of accounts) associated with the line(s).
Requested Amount	This section displays the total amount of the request lines with this categorization. NOTE: *This amount includes the portions of the Taxes that are to be expensed, such as PST and a portion of the GST/HST.*
Budgeted Amount	This section displays the total available budget for this categorization.
Other Requests	This section displays the amount of any other existing (submitted but not yet committed or posted) requests.
Commitments	This section displays the total amount of other commitments (released purchase orders) currently recorded.

Column Name	Details
Balance	This section displays the total amount spent against this categorization.
Budget Available Including Request	This section displays the budget left available if this Request is approved. If the insufficient funds message displays, you can still submit the request. NOTE: *Each organization has different policies/rules regarding budget checking. Contact your Purchasing and AP department for specifics.*
Budget Available	This section displays the budget available (Budget Available = Balance – Commitments – Other Requests - Requested Amount).

NOTE: *The columns displayed on the **Budget** tab have configurable captions. Even if the column names do not correspond directly, the order is always the same.*

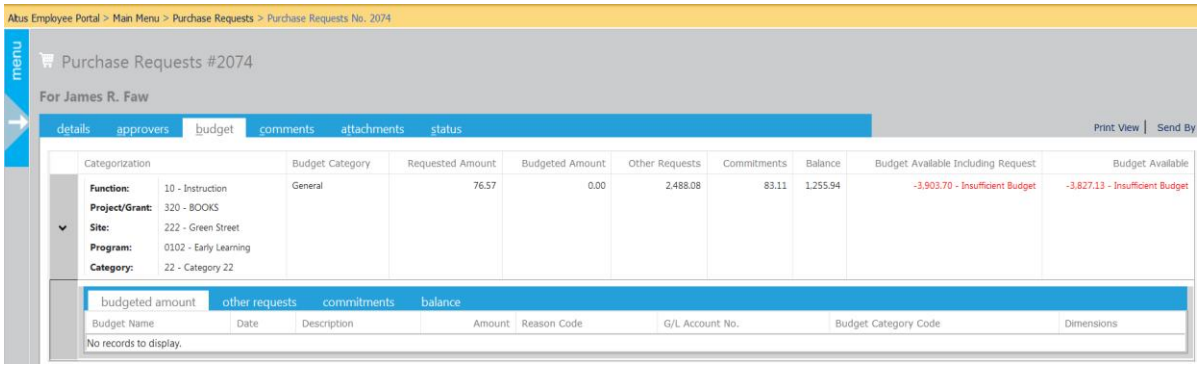
VIEWING THE DETAILS FOR THE BUDGET STATUS

You can view the details for the budget. The **Detail** view contains four tabs (**Budgeted Amount**, **Other Requests**, **Commitments**, and **Balance**) for which you can view a detailed breakdown.

To view the details for a row:

1. In the first column, click the **Expand** icon on the row for which you want to view detailed information.

   The selected row expands to reveal the **Detail** view displaying the **Budgeted Amount** tab.



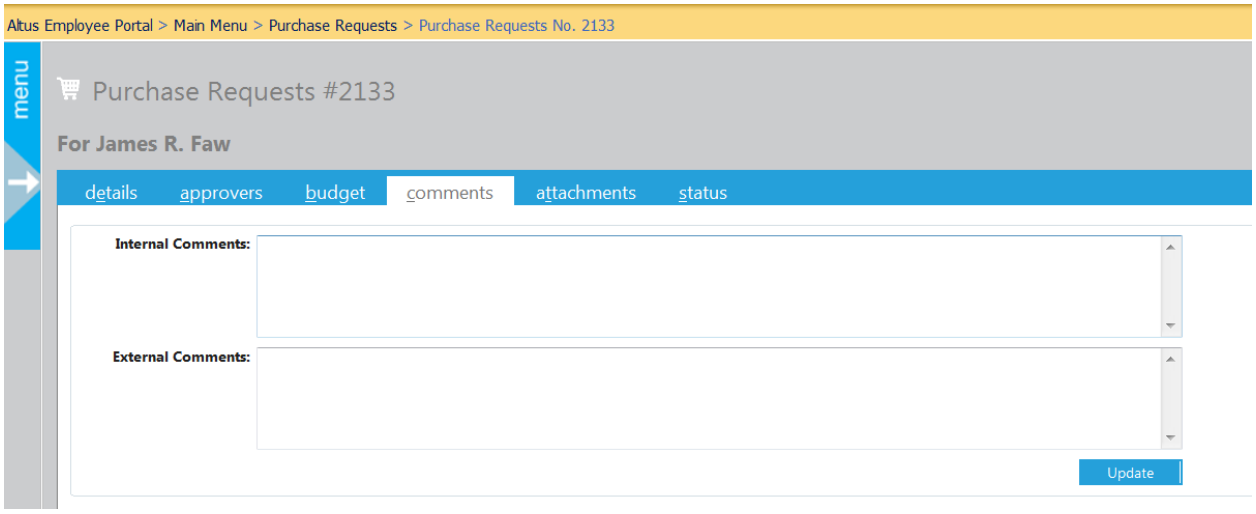
2. Click the **Collapse** icon to close the **Detail** view.

Adding Comments to a Purchase Request

Including comments with additional information about a Purchase Request can be useful for the purchaser or *'buyer'*. Additionally, specific instructions or information to the vendor can potentially expedite your order or ensure no errors occur in delivery, etc.

To add comments to a Purchase Request:

1. In the **Purchase Request** page, click the **Comments** tab.



2. In the **Internal Comments** or **External Comments** fields, type the text to be added to the request.
3. Click the **Update** button to save your comments.

   The comments are added and a confirmation line: '*Comments are successfully updated.*' appears at the top of the page.

   NOTES:

   - *Internal comments are comments/instructions for the approver or Purchasing/Payables department.*
   - *External Comments are comments/instructions for the vendor. If you use the* ***Enable Purchase Order Printing*** *feature, the external comments print on the Purchase Order document generated from the print view button of the purchase request when the request is printed from the portal.*

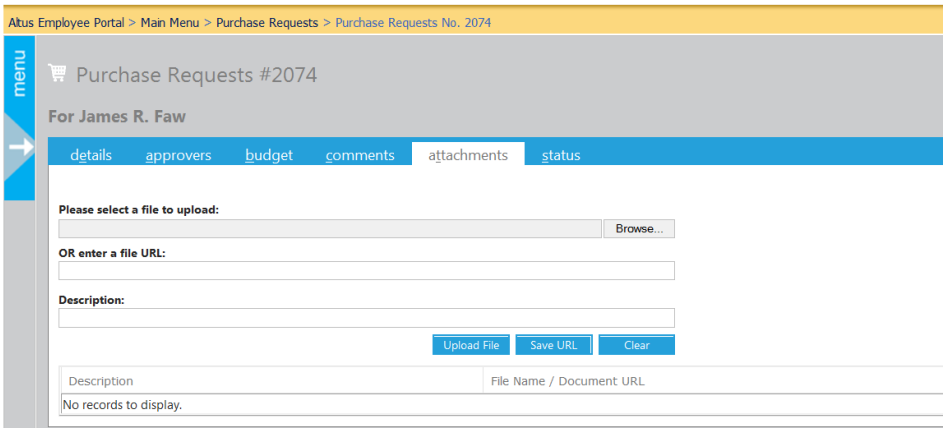
Adding an Attachment to a Purchase Request

Including file attachments (quotes, etc.) related to the purchase request that contain additional information about a Purchase Request can be useful for the purchaser or *'buyer'*.

To add an attachment to a Purchase Request:

1. In the **Purchase Request** page, click the **Attachments** tab.

   The **Attachments tab** displays.

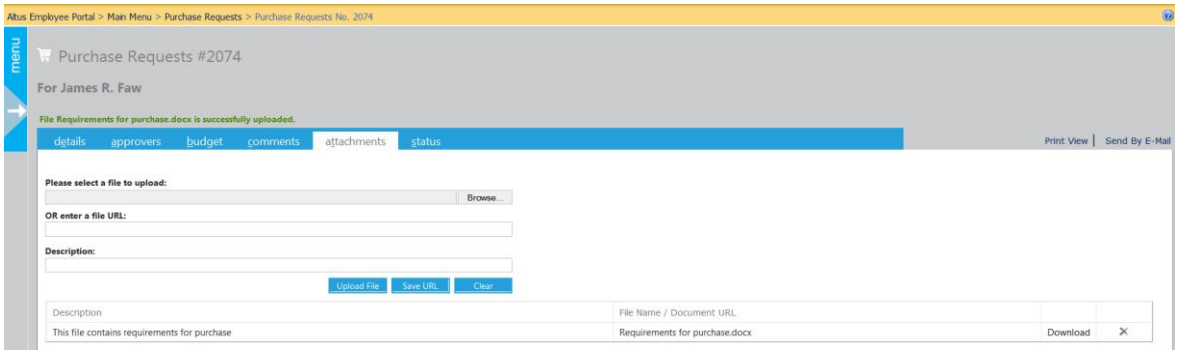


2. Click the **Browse** button.

   A standard Windows **Open** file window opens.

3. Navigate to the file you want to attach.
4. Click the **Open** button.
5. Alternatively, to retrieve the file from your own computer, you may enter the **file URL**.
6. In the **Description** field, enter a brief description/explanation for the file.
7. Click the **Upload** button.

   The file is added to the **Attachments** tab.



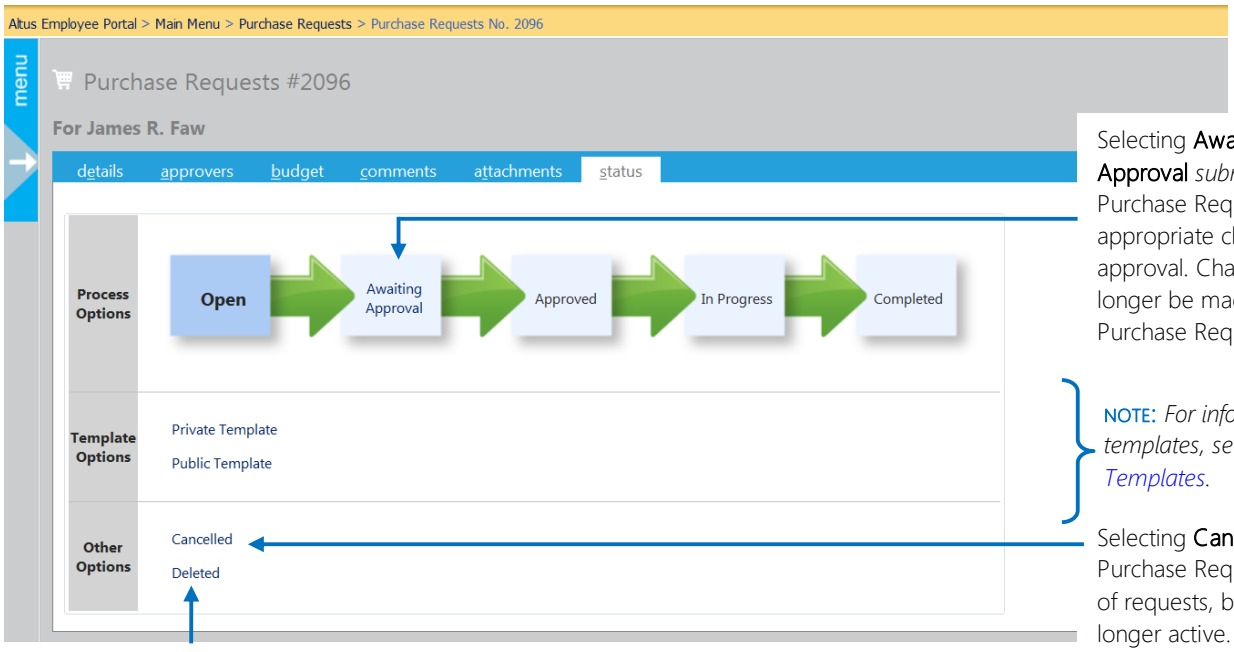
8. To view the file, click the **Download** link.
9. To remove the file from the purchase request, click the **Delete** icon.

Submitting a Purchase Request

When created, a Purchase Request's status defaults to **Open**. However, this status can be changed to *Awaiting Approval (submitted)*, *Cancelled*, or *Deleted*.

To submit a Purchase Request:

1. In the **Purchase Request** page, click the **Status** tab.
2. Click the **Awaiting Approval** link.



Selecting **Awaiting Approval** *submits* the Purchase Request to the appropriate channels for approval. Changes can no longer be made to the Purchase Request.

NOTE: *For information on templates, see Working with Templates.*

Selecting **Cancelled** keeps the Purchase Request in the list of requests, but it is no longer active.

Selecting **Deleted** cancels and removes the Purchase Request from the list of requests.

3. In the confirmation message that opens, click **OK** to confirm the status change (or the **Cancel** button to reject the change).

   The request closes and the Purchase Request list re-opens. The request is submitted to the Purchasing department for processing.

4. To find the request, from the **Status View** drop-down, select **Requests Awaiting Approval** and find the request from the list.

Creating Payment Requests

The **Payment Request** list enable you to view existing requests, create new requests, copy existing requests, or create new requests from templates. Each request is given a status (the default for a new request is **Open**). You can view requests according to status: Open, Awaiting Approval, Approved, In-Progress, and Completed. You can also search for requests; either by sorting requests according to their status or by searching for specific text using the search function on each page.

Payment Requests are essentially *cheque* requests. They are requests that once approved are routed to the Accounts Payable department for processing.

Creating a Payment Request is very similar to creating a Purchase Request. However, there are a few differences. Refer to the *Creating Purchase Requests* section of this document for information on working with Payment Requests. Only the ***differences*** between Purchase Requests and Payment Requests are provided here.

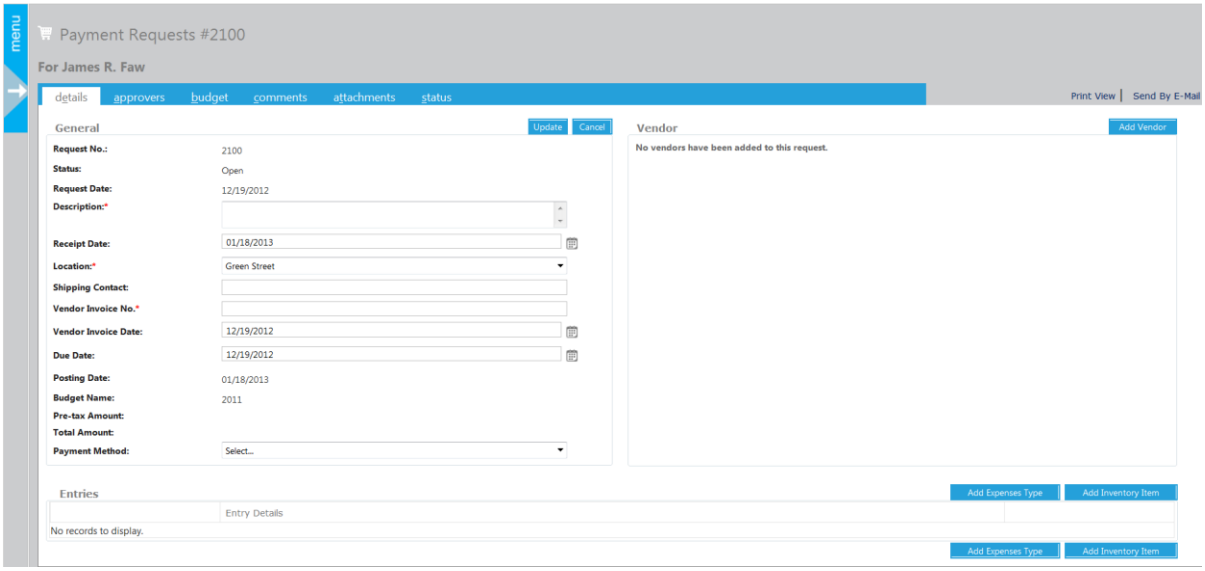
Entering General Information about a Payment Request

To create a payment request:

1. Click the **Menu** button.
2. Select **Payment Requests**.

   The **Payment Request** list opens.
3. In the **Payment Request** list, click the **Create New** icon.

   The **Payment Request** page for the new request opens displaying the **Details** tab (a payment request number is automatically assigned).



This following table provides details for the fields in the **General** section of a **Payment Request Details** tab.

Field Name	Details

Field Name	Details
Request No.	This field is an automatically generated consecutive number.
Status	This field defaults to **Open** when a new Payment Request is created. NOTE: *To change a request's status, see Changing the Status of a Purchase Request.*
Request Date	This field defaults to the date when the Payment Request is created.
Description	Enter a brief description of the Payment Request here. This is a **mandatory** field. The description is included in the approval email and helps the approver determine what the request is for.
Receipt Date	Enter or select the date on which the Payment Request must be received.
Location	This field defaults to your primary location, but it can be changed. From the dropdown menu, select the appropriate location for the Payment Request.
Shipping Contact	Enter the name of the individual (your name or the name of the person for whom the request is being made) to receive the shipment and to use as contact if the Purchasing department or the vendor require further details, etc.
Vendor Invoice No.	If you have a vendor's invoice, enter the Vendor's Invoice No. NOTE: *Depending on your company's particular setup/configuration, this field may be mandatory.*
Vendor Invoice Date	Enter the vendor invoice date.
Due Date	Enter the due date of the vendor's invoice.
Posting Date	This field defaults to the date selected in the **Receipt Date** field and is the accounting date used for budget checking.
Budget Name	This field displays the budget name that corresponds to the Posting Date selected above.
Pre-tax Amount	This field displays the cost of items or expenses included in the Payment Request before taxes are calculated.
Total Amount	This field displays the total cost of items or expenses including taxes.
Payment Method	Select a payment method from the drop down list.

SELECTING A VENDOR

Vendors can be added to Payment Requests by following the same steps as outlined for Purchase Requests (see *Selecting a Vendor*). The difference is that Payment Requests are specific to *only one vendor*. Once you add a vendor to the Payment Request, the Add Vendor tab disappears.

Working with Payment Request Lines

There is very little difference between Purchase Requests and Payment Requests see *Creating Purchase Requests* for the main steps.

Selecting an Alternate Approver

There is very little difference between Purchase Requests and Payment Requests. The functionality around changing Approvers is the same. For steps see *Selecting an Alternate Approver*.

Viewing the Budget Details

There is very little difference between Purchase Requests and Payment Requests. For information and steps on viewing the budget details for the request, see *Understanding the Budget Status*.

Adding Comments to a Payment Request

There is very little difference between Purchase Requests and Payment Requests. For information and steps on adding internal and external comments to a Payment Request, see *Adding Comments to a Purchase Request*.

Adding an Attachment to a Payment Request

There is very little difference between Purchase Requests and Payment Requests. For information and steps on attaching a file to a Payment Request, see *Adding an Attachment to a Purchase Request*.

Changing the Status of a Payment Request

Follow the same process as outlined in purchase requests for changing statuses. See *Changing the Status of a Purchase Request*.

Creating Expense Requests

The Expense Requests pages enable you to view existing requests, create new requests, copy existing requests, or create new requests from templates. Each request is given a status (the default for a new request is **Open**). You can view requests according to status: Open, Awaiting Approval, Approved, In-Progress, and Completed. You can also search for requests; either by sorting requests according to their status or by searching for specific text using the search function on each page.

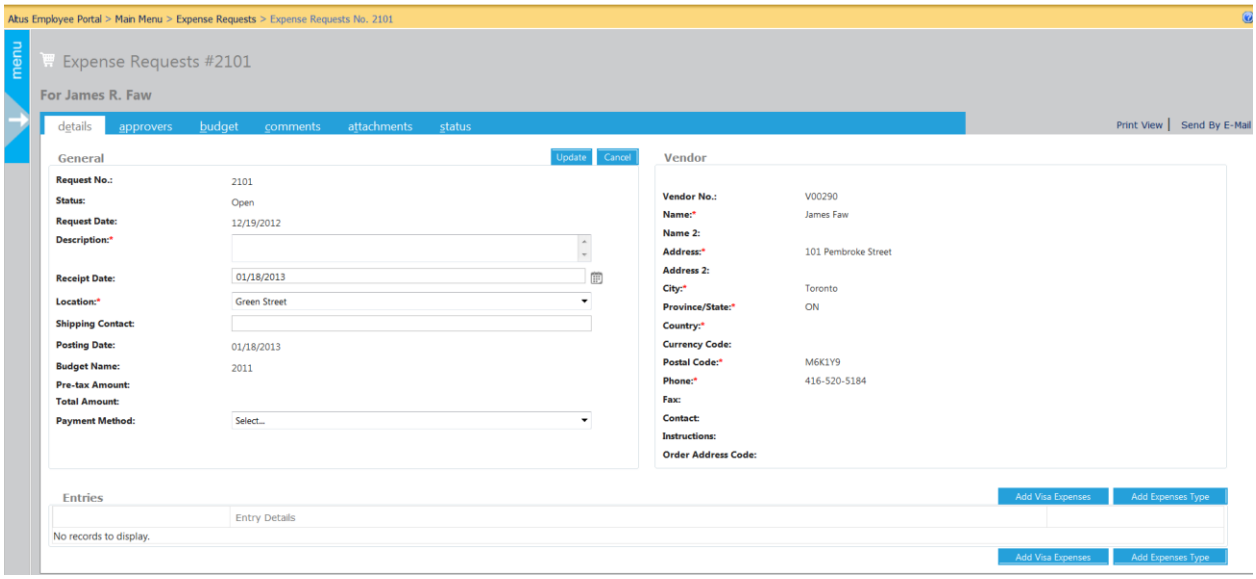
Creating an Expense Request is very similar to creating a Purchase Request. However, there are a few differences. Refer to the *Creating Purchase Requests* section of this document for information on working with Expense Requests. Only the *differences* between Purchase Requests and Expense Requests are outlined here.

Entering General Information about an Expense Request

To create an expense request:

1. Click the **Menu** button.
2. Select **Expense Requests**.
3. In the **Expense Request** list, click the **Create New** icon.

   The **Expense Request** page for the new request opens displaying the **Details** tab (an expense request number is automatically assigned).



The following table provides detail for the fields in the **General** section of an Expense Request **Details** tab.

Field Name	Details
Request No.	This field is an automatically generated consecutive number.
Status	This field defaults to **Open** when a new Expense Request is created.

Field Name	Details
	NOTE: *To change a request's status, see Changing the Status of a Purchase Request*.
Request Date	This field defaults to the date when the Expense Request is created.
Description	Enter a brief description of the Expense Request here. This is a **mandatory** field. The description is included in the approval email and helps the approver understand the requirements of the request.
Receipt Date	Enter or select the date (using the **Calendar** icon) on which the Expense Request needs to be received.
Location	This field defaults to your primary location, but it can be changed. From the drop-down menu, select the appropriate location for the Expense Request.
Shipping Contact	Enter the name of the individual (your name or the name of the person for whom the request is being made) to receive the shipment and to use as contact if the Purchasing department or the vendor require further details, etc.
Posting Date	This field defaults to the same date and listed in the **Receipt Date** field. This becomes the accounting date used for budget checking.
Budget Name	This field displays the budget name that corresponds to the posting date selected above.
Pre-tax Amount	This field displays the cost of items or expenses included in the Expense Request *before* taxes are calculated.
Total Amount	This field displays the total cost of items or expenses *including* taxes.
Payment method	Select a payment method from the drop down list.

Working with Expense Request Lines

The main difference between Purchase Requests and Expense Requests is that Expense Requests are only created in terms of expense types and not items. Therefore, the **Inventory Item** tab does not appear in the **Expense Request** page. However, unlike Purchase and Payment Requests, there is an option for adding corporate credit card expenses specifically.

Since for the most part, adding expense types to Expense Requests happens in the same way that it does for Purchase Requests, see *Working with Expense Types* for the main steps.

For adding expenses charged to a corporate credit card, the steps are included in the next section.

ADDING CORPORATE CREDIT CARD EXPENSES

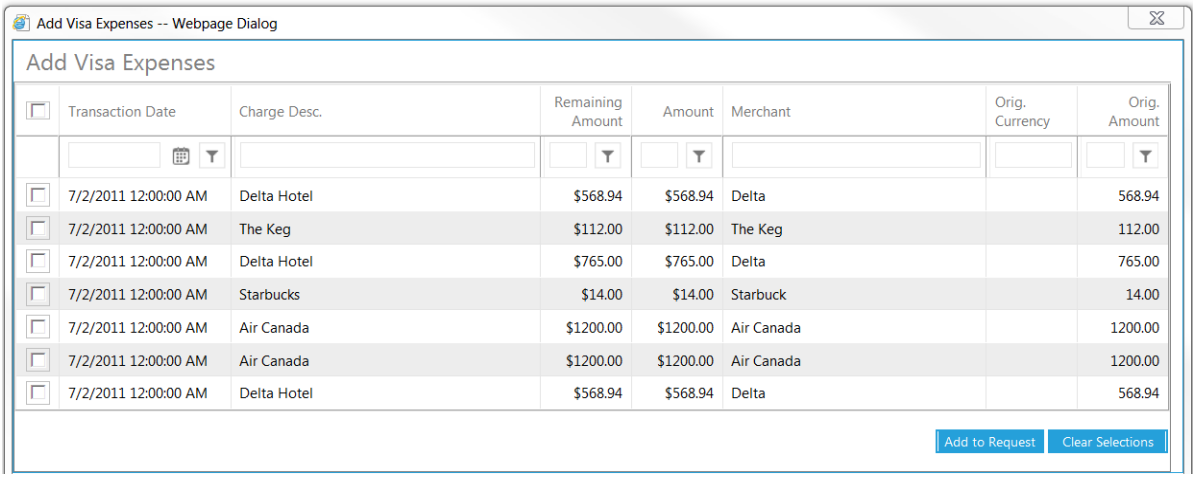
If you have a corporate credit card, expenses charged to this card need to be submitted directly to the credit card for processing and payment. You can add your credit card expenses to an Expense Request that includes other expenses as well.

For example, you may want to create an expense request for a business trip that contains expenses charged to the corporate credit card along with receipts for trip items not charged to the card.

To create expense request lines for corporate credit card expenses:

1. In the **Expense Request** page, click the **Add Visa Expenses** button.

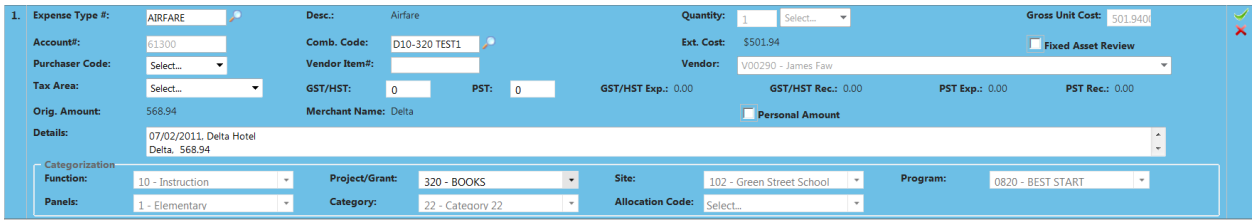
   The list of expenses charged to your corporate credit card assigned to you displays.

   
   Add Visa Expenses -- Webpage Dialog
Add Visa Expenses
Transaction Date
Charge Desc.
Remaining Amount
Amount
Merchant
Orig. Currency
Orig. Amount
7/2/2011 12:00:00 AM Delta Hotel $568.94 $568.94 Delta 568.94
7/2/2011 12:00:00 AM The Keg $112.00 $112.00 The Keg 112.00
7/2/2011 12:00:00 AM Delta Hotel $765.00 $765.00 Delta 765.00
7/2/2011 12:00:00 AM Starbucks $14.00 $14.00 Starbuck 14.00
7/2/2011 12:00:00 AM Air Canada $1200.00 $1200.00 Air Canada 1200.00
7/2/2011 12:00:00 AM Air Canada $1200.00 $1200.00 Air Canada 1200.00
7/2/2011 12:00:00 AM Delta Hotel $568.94 $568.94 Delta 568.94
Add to Request
Clear Selections

   NOTE: *As you select credit card charges to add to the expense request, the selected charged items are removed from the list.*

2. Click to add a check mark next to the charged item(s) you want to expense.
3. Click the **Add to Request** button.

   The **Expense Request** page re-opens with the items and details for the charges added to the **Entries** section with **Edit** mode activated.

4. For each of the entries, provide any additional information for the charges to the Details section.
5. In the Expense Type # field, click the Search icon to select the appropriate expense type number.

6. Depending on the expense type number, additional fields become editable/are required. Make the appropriate selections to complete the details for the line entry.

7. If the amount charged was for personal rather than business purposes, click to add a check mark to the **Personal Amount** check box. For example, charges for in-room entertainment, such as movies, are generally considered a 'personal expense', but may be processed to the corporate credit card by the hotel along with the business-related charges.

8. Once you are sure all the appropriate information is provided for the charge, click the **Accept Changes** button to save and close the **Edit** mode.

   (To reject the changes and close **Edit** mode, click the **Cancel** icon.)

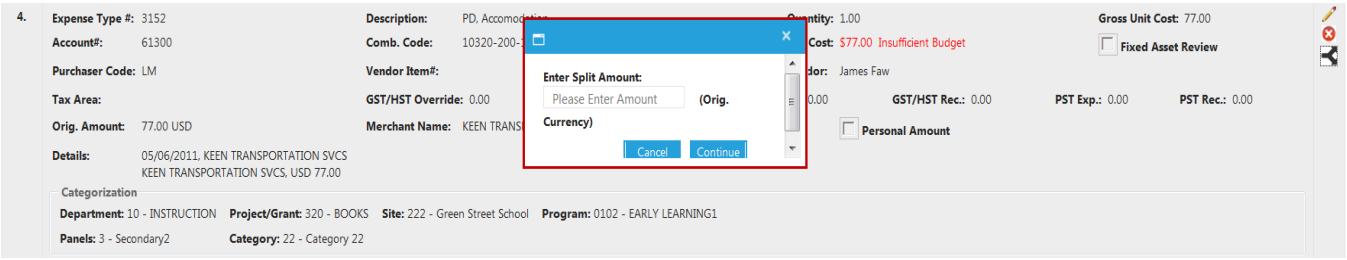
SPLITTING THE EXPENSE LINE

In case users are working with gross unit amounts, they have the option at this point to split the expense line into two. For more information on gross unit amounts refer to *Using Gross Unit Amounts.*

Once an expense with a gross unit amount has been entered and saved, users will see a split icon on the left.

To split an expense line into two expense lines:

1. Click the split icon



The portal displays a screen for entering the split amount.

2. Enter the amount in the field in the original currency.

3. Click **Continue.**

The system creates another expense line for the split amount with the same parameters as the original expense line. The taxes are also split according to the ratio of the split amount to the original gross unit cost.

GATHERING THE REQUIRED RECEIPTS

When you finish adding the required details for the expense request and all the expense charges (line entries), you can create a list of the expenses to determine the receipts you need to submit along with the request.

To review the receipts required for the expense request submission:

1. In the Expense Request page, click the **Print View** button.

   A window opens displaying the expense request details.

   Scroll down to the bottom of the page to locate the **Receipt Summary** section, which provides a reference number for each item requiring a receipt.

	Taxes:	$12.95
	Total:	$127.95

Receipt Summary
(Please attach the following receipts)

Reference No.	Description	Amount
1		25.00
2		90.00

2. Review the list to ensure you have the appropriate receipts required for the expense request.
3. Click the **Print** button to print the details for your reference.

Viewing and Managing In-Progress Requests

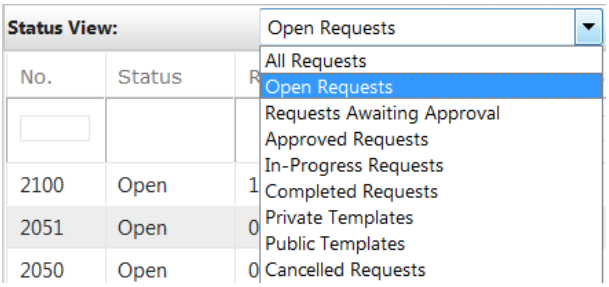
After a request is created, and while its status is either *Open* or *In-Progress*, you can update vendors, items and expense types, statuses, comments, and other information about the request.

Finding and Viewing an Existing Request

You can locate an existing request in the Purchase/Payment/Expense Requests list that displays the existing requests. Each request has a status. The default view for the list is Open Requests.

To search for an existing request:

1. In the Purchase/Payment/Expense Requests list, select the appropriate view from the Status View drop-down menu (If you do not know the status of the request you are looking for, select All Requests).



2. From the Location drop-down, select the location for/from which the request was made.
3. Place your cursor in the Search field at the top of the section and enter the text (keywords) for the request you want to find.
4. Click the Search button to begin the search. Or, click the Cancel button to clear the search.

   Once the search is complete, the data below displays only rows that match the text in your search.

   TIP: *Sort the items in the request list by clicking the column header of the column for which you want the items to be sorted.*

   Items are sorted in ascending order initially, but clicking the column header again, re-sorts in descending order.
5. Locate the request and click the View/Edit hyperlink in the last column of the row.

   The Purchase/Payment/Expense Requests Request page for the request you selected opens.

Working with Templates

When creating requests that are used regularly, it can be helpful to create templates of these requests. Using templates can save time and reduce errors when requests contain similar information.

Creating a Template

To create a request template:

1. Create a new Purchase/Payment/Expense Request with the appropriate information (see *Creating Purchase Requests*) or select an existing request to use as a template (see *Finding and Viewing an Existing Request*).
2. In the **Purchase/Payment/Expense Requests Request** page, click the **Status** tab.
3. In the **Status** tab, click the **Private Template** or **Public Template** hyperlink.

4. In the confirmation message window, click **OK**.

NOTES:

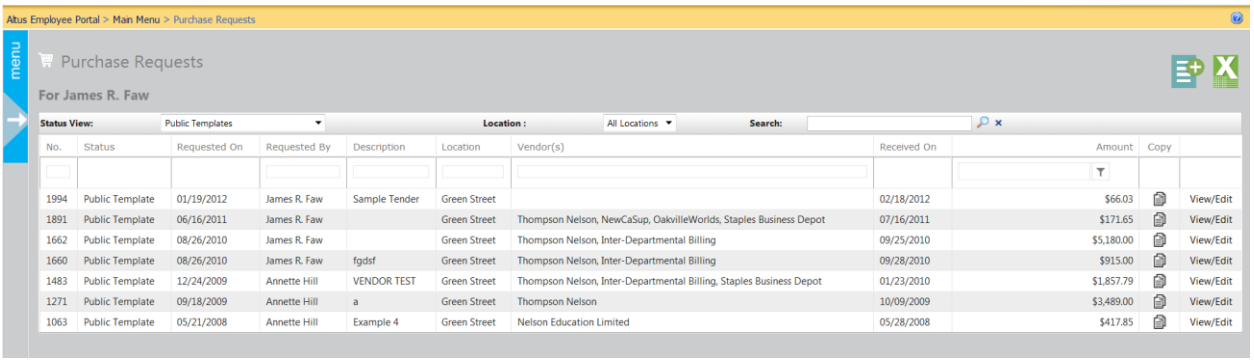
- *Private Templates are only visible to **you** in the Purchase/Payment/Expense Requests pages.*
- *Public Templates are visible to you and other users in the Purchase/Payment/Expense Requests pages.*

COPYING FROM TEMPLATES

To make a copy of a Private of Public Template:

1. In the **Purchase/Payment/Expense Requests** page, select **Private Templates** or **Public Templates** from the **Status View** drop-down menu.

   The results are filtered and displayed.


Altus Employee Portal > Main Menu > Purchase Requests
menu
Purchase Requests
For James R. Faw
Status View: Public Templates
Location : All Locations
Search:
No. Status Requested On Requested By Description Location Vendor(s) Received On Amount Copy
1994 Public Template 01/19/2012 James R. Faw Sample Tender Green Street 02/18/2012 $66.03 View/Edit
1891 Public Template 06/16/2011 James R. Faw Green Street Thompson Nelson, NewCaSup, OakvilleWorlds, Staples Business Depot 07/16/2011 $171.65 View/Edit
1662 Public Template 08/26/2010 James R. Faw Green Street Thompson Nelson, Inter-Departmental Billing 09/25/2010 $5,180.00 View/Edit
1660 Public Template 08/26/2010 James R. Faw fgdsf Green Street Thompson Nelson, Inter-Departmental Billing 09/28/2010 $915.00 View/Edit
1483 Public Template 12/24/2009 Annette Hill VENDOR TEST Green Street Thompson Nelson, Inter-Departmental Billing, Staples Business Depot 01/23/2010 $1,857.79 View/Edit
1271 Public Template 09/18/2009 Annette Hill a Green Street Thompson Nelson 10/09/2009 $3,489.00 View/Edit
1063 Public Template 05/21/2008 Annette Hill Example 4 Green Street Nelson Education Limited 05/28/2008 $417.85 View/Edit

2. Click the **View/Edit** button for the template you want to view and make sure this is the correct template.
3. When you identify the selected item as the correct template, return to the previous page.
5. Click the **Copy** icon for the template you want.
6. In the **Copy Request** confirmation window, click **OK**.

   The applicable **Purchase/Payment/Expense Requests** page opens displaying the **Details** tab.
7. Click the **Edit** button.

8. In the **Details** tab, enter information or select from the available options for the following fields:

- In the **Description** field, a description for the request (this is included in all email communication regarding this request).
- In the **Receipt Date** field, enter or use the **Calendar** icon to select the appropriate on which this request should be received.
- From the **Location** drop-down, select the location for which this item belongs.
- From the **Shipment Method** drop-down, select a shipment method, if applicable.

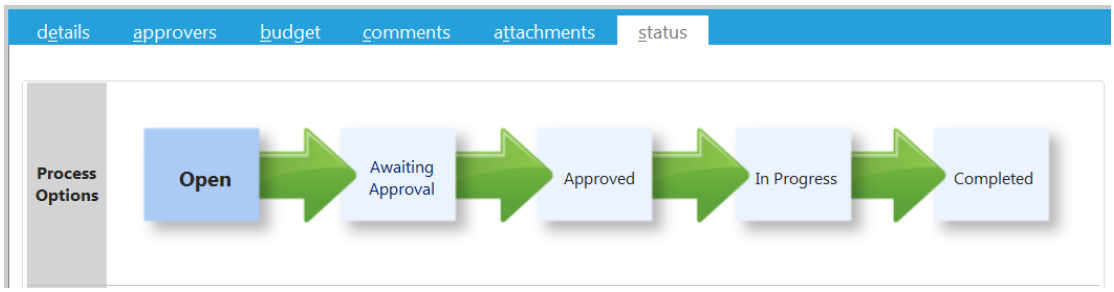
9. If necessary, add or remove vendors to or from this request (see *Selecting a Vendor*).
10. If necessary, make changes to the expense types or inventory items (see *Editing Purchase Request Lines*).
11. Click the **Update** button to save your changes. Update

Re-opening a Request You Submitted

A request with a status of **Awaiting Approval** can be re-opened and updated *before* its status is changed to **Approved**.

To re-open a request:

1. In the **Purchase/Payment/Expense Requests** page, from the **Status View** drop-down menu, select **Requests Awaiting Approval**.
2. Locate the request by paging through the requests or searching for it (see *Finding and Viewing an Existing Purchase Request*).
3. Select the request from the list by clicking the **View/Edit** hyperlink in the last column of the row.
4. In the **Purchase/Payment/Expense Request** page that opens, click the **Status** tab.
5. In the **Status** tab, click the **Open** hyperlink.



6. A message box opens confirming you want to re-open the request, click **OK**.

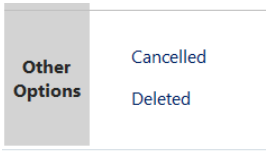
   NOTES: *Once the status of the Purchase Request is updated to **Open**, the **Purchase Requests List** re-opens. From here you need to find the request. Then, you can make changes to it (for example revise, add, or remove vendors, expense types, inventory items, etc.).*

Cancelling a Request

A request with a status of **Open** or **Awaiting Approval** can be cancelled.

To cancel a request:

1. Locate the request by following steps outlined in *Finding and Viewing an Existing Purchase Request*.
2. Select the request from the list by clicking the **View/Edit** hyperlink in the last column of the row.
3. In the **Purchase/Payment/Expense Request** page, click the **Status** tab.
4. In the **Status** tab, click the **Cancelled** hyperlink.



   A confirmation message opens.
5. Click **OK** to cancel the request.

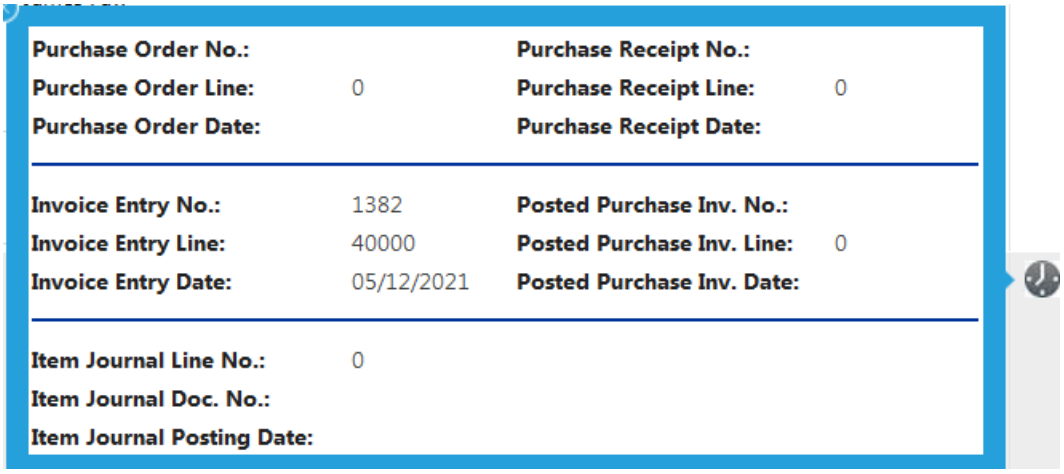
Viewing Line Entry History

You can only view the line history for requests with the status of:

2. Approved requests
3. In-progress requests
4. Completed requests
5. Private templates
6. Public templates
7. Cancelled requests

To view the details of a request's line history:

1. Locate the required request by following the steps outlined in *Finding and Viewing an Existing Purchase Request*.
2. Select the request from the list by clicking the **View/Edit** hyperlink in the last column of the row.
3. In the **Details** tab, locate the request lines in the **Entries** section of the page.
4. In the **Entries** section, hold your mouse over (hover) the **History** icon of the appropriate line.
5. The **Line Entry History** section appears:



The Line Entry History includes the following information related to the line:

- Purchase Order – Order No., Line No. and Order Date
- Purchase Receipts – Receipts No., Line No. and Receipt Date
- Invoice Entry – Purchase Invoice No., Line No. and Document Date
- Posted Purchase Invoice – Posted Purchase Invoice No., Line No. and Document Date
- Item Journal – Item Journal Line No., Posting Date and Document No.

NOTE: *Click the Close icon to return to the request.*

Approving Requests

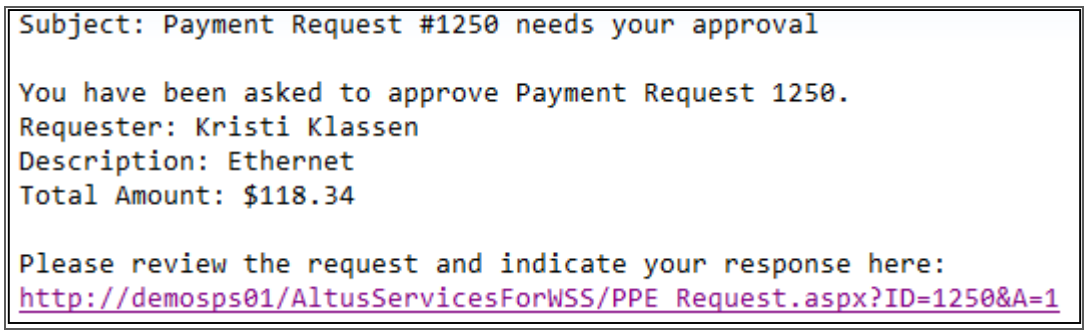
Requests that are submitted for approval can be approved in two ways: by a link in the email that is sent to you or by searching for the request in the Approval list.

Approving Requests from the E-mail Link

When a request is submitted for approval, an email is sent to any approver whose approval is necessary before the request can be processed. The email includes a link to the request directly.

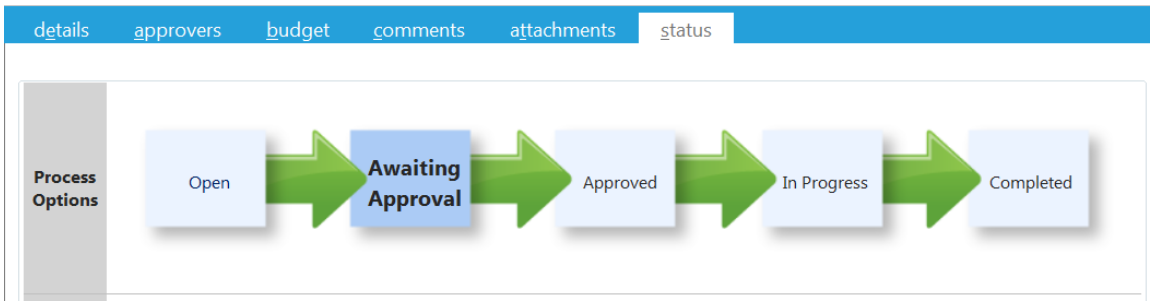
To approve a request from the email link:

1. In the text of the email, click the link to the request at the end of the message.


Subject: Payment Request #1250 needs your approval
You have been asked to approve Payment Request 1250.
Requester: Kristi Klassen
Description: Ethernet
Total Amount: $118.34
Please review the request and indicate your response here:
http://demosps01/AltusServicesForWSS/PPE_Request.aspx?ID=1250&A=1

A browser window with the **Purchase/Payment/Expense Request** page opens.

2. Review the details for the request here.
3. Once you are satisfied with the request, click the **Change Status** tab.
4. In the **Status** tab, click the **Approved** hyperlink.



5. Click the **Approved** link.
6. In the confirm message box, click **OK** (or **Cancel)** to return to the previous screen.

   The Purchase, Payment or Expense page re-opens (depending on the type of request to which the approval was associated).
7. To approve additional requests, repeat steps 1-5.

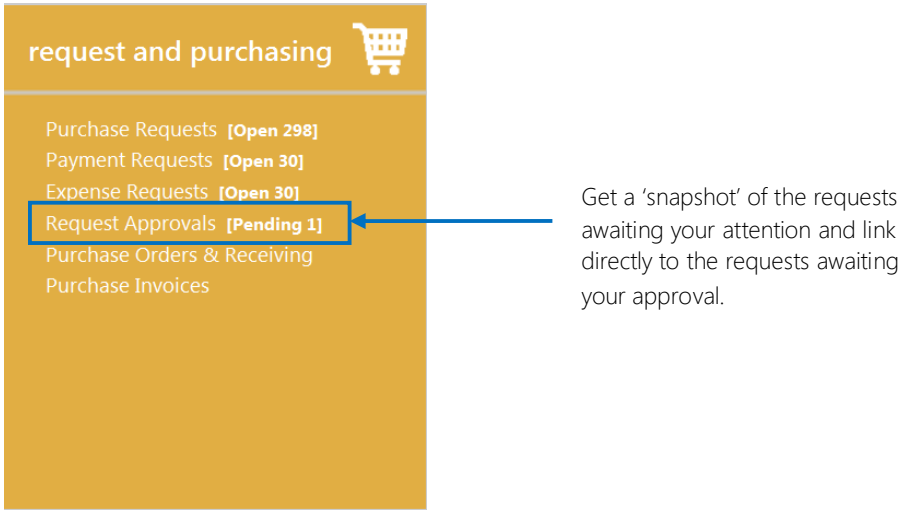
Approving from the Request Approvals

When a request is submitted for approval, the status of the request instantly changes from *Open* to *Awaiting Approval*. Requests submitted to you, are automatically populated to the portal and appear in the Request Approvals on the main menu.

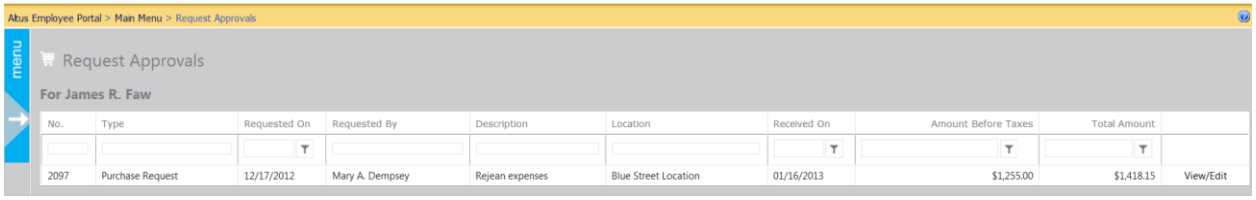
Additionally, as these '*pending*' requests are added, a 'tally' is maintained from the Main Menu to provide you with a snapshot of the requests you need to review and approve/deny. You can quickly link to these requests and review directly from the portal.

To approve a request from the Request Approvals list:

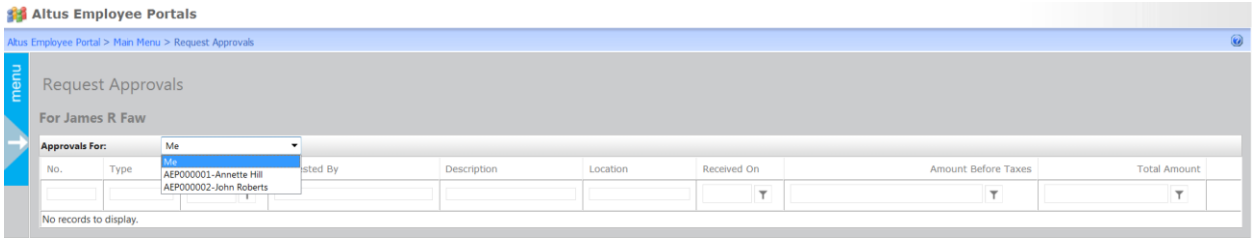
1. In the Main Menu, click Request Approvals.


request and purchasing
Purchase Requests [Open 298]
Payment Requests [Open 30]
Expense Requests [Open 30]
Request Approvals [Pending 1]
Purchase Orders & Receiving
Purchase Invoices
Get a 'snapshot' of the requests awaiting your attention and link directly to the requests awaiting your approval.

The Request Approvals list opens.


Altus Employee Portal > Main Menu > Request Approvals
menu
Request Approvals
For James R. Faw
No. Type Requested On Requested By Description Location Received On Amount Before Taxes Total Amount
2097 Purchase Request 12/17/2012 Mary A. Dempsey Rejean expenses Blue Street Location 01/16/2013 $1,255.00 $1,418.15 View/Edit

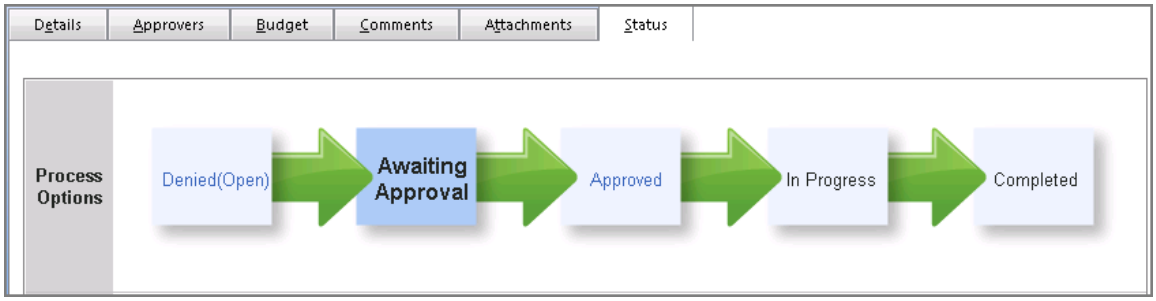
2. In case the Delegates management functionality is activated for your portal, you will see the Approvals for drop down list, showing your delegators. Click on the drop down list to view your delegators.



Click on a delegator to see the list of requests you are authorized to approve on their behalf. For more information on delegation management, please refer to the *Error! Reference source not found.* section in this user guide.

3. Locate the request you want to review.
4. Click the **View/Edit** hyperlink to the far right side of the request row.

   The **Purchase/Payment/Expense Request** page opens.
5. Review the details for the request.
6. Once you are satisfied with the request, click the **Status** tab.
7. In the **Status** tab, click the **Approved** hyperlink.



8. In the confirm message box, click **OK** (or **Cancel** to stop the process).

   The **Request Approvals** list re-opens. The request you just approved, is no longer visible in the list.
9. To approve additional requests, repeat steps 1-6.

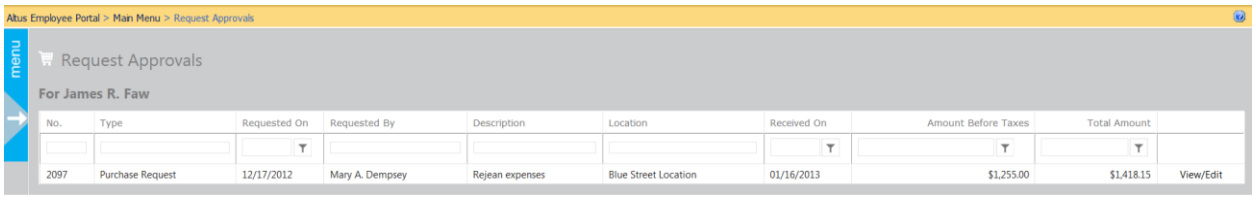
Denying Requests

If after reviewing a request you determine more information is required or that the request is not valid and need modifications, you can deny the request and send back to the individual who submitted the request originally. Denying requests essentially re-opens them to enable the individual who submitted them to provide more detail.

To deny/open a request:

1. In the **Main Menu**, click **Request Approvals**.

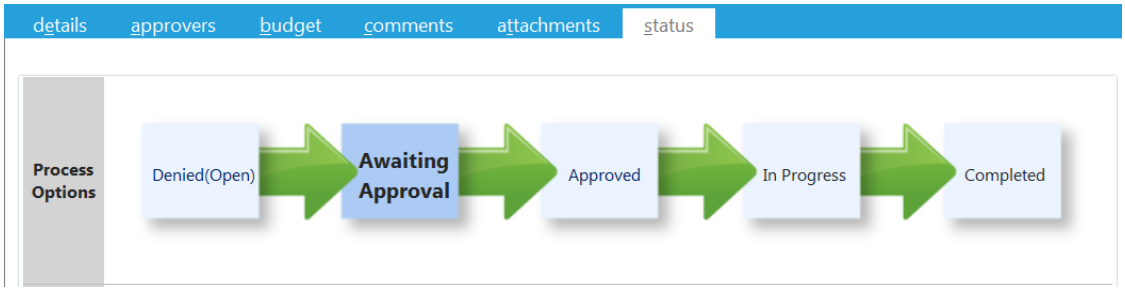
   The **Request Approvals** list opens.



2. Locate the request you want to review.
3. Click the **View/Edit** hyperlink to the far right side of the request row.

   The **Purchase/Payment/Expense Request** page opens.
4. Review the details for the request to determine what is missing/needs to be modified.
5. Click the **Status** tab.

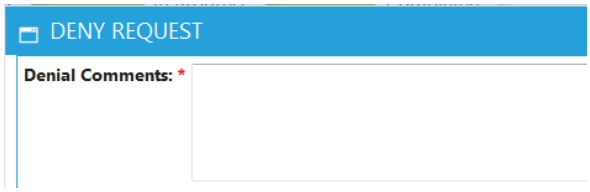
6. In the **Status** tab, click the **Denied (Open)** hyperlink.



A message box opens indicating you need to provide denial comments.

7. Click **OK**.

The **Denial Comments** text box displays below the **Status** flow chart.



8. Enter the details for why the request is being denied/re-opened.
9. Click the **Denied (Open)** hyperlink again.
10. In the confirmation message that opens, click **OK**.

The **Request Approvals** list re-opens. The request you just denied (re-opened), is no longer visible in the list. The individual who submitted the request receives automatic notification with your denial comments.